

Payroll Specialist

The Payroll Specialist is responsible for managing and processing the company's payroll accurately and efficiently & **must have extensive experience with certified payroll**. This role ensures that all employees are paid correctly, on time, and in compliance with relevant regulations. The Payroll Specialist also handles related reporting, tax filing, and deductions, while maintaining confidentiality of employee records.

Responsibilities

Payroll Processing

- Process weekly & bi-weekly for all employees, ensuring accuracy in hours, wages, overtime, bonuses, and deductions.
- Verify and audit timekeeping systems to ensure correct tracking of work hours.
- Review payroll submissions for accuracy and make necessary adjustments.
- Must have experience processing certified payroll, ensuring compliance with prevailing wage laws and accurate reporting requirements.

Compliance and Reporting

- Ensure payroll is compliant with federal, state, and local laws, including taxes, deductions, and wage regulations.
- Prepare and submit payroll tax filings, including quarterly and annual tax returns.
- Stay updated with changes in payroll regulations and implement updates as necessary.

Benefits and Deductions

- Administer employee benefits deductions, including healthcare, retirement plans, and other withholdings.
- Track and manage garnishments, levies, and other deductions as required.

Payroll Audits and Reconciliation

- Perform regular audits of payroll data to ensure accuracy and resolve discrepancies.
- Reconcile payroll-related accounts such as wages, taxes, and benefits.
- Assist in year-end payroll audits and the distribution of W-2 and 1099 forms.

Employee Support

- Address and resolve employee questions or concerns regarding payroll, including pay discrepancies, direct deposits, and tax withholding.
- Provide guidance on payroll processes, including how to update tax information and benefit elections.

Integra Testing Services is proud to be an equal opportunity employer M/F/V/D

Payroll Specialist

Responsibilities (Continuation)

Employee Support

- Address and resolve employee questions or concerns regarding payroll, including pay discrepancies, direct deposits, and tax withholding.
- Provide guidance on payroll processes, including how to update tax information and benefit elections.

System Management

- Maintain and update the payroll system with employee data, including new hires, terminations, promotions, and salary changes.
- Collaborate with HR and accounting departments to ensure smooth data integration between systems.

Qualifications

- Bachelor's degree in Accounting, Finance, Business Administration, or a related field preferred.
- 2+ years of payroll processing experience.
- Proficiency in payroll software (e.g., ADP, Paycom, Workday).
- Strong understanding of federal and state payroll laws and regulations.
- Excellent attention to detail and ability to handle sensitive information with confidentiality.
- Strong analytical, organizational, and communication skills.
- Proficiency in Microsoft Excel for payroll reporting and analysis.

Conditions of Employment

- Ability to successfully pass a criminal background check.
- Ability to successfully pass pre-employment drug screen.