



Title: **Payroll Specialist – Charter**  
Location: Any Location/Hybrid/Remote

#### **JOB SUMMARY**

The **Outsourced Accounting Payroll Specialist** will manage workflow to ensure all payroll transactions, such as new hires, terminations, benefit changes, garnishments and master information changes are processed accurately and timely for multiple clients. This position requires optimizing production and service with standardized processes while ensuring consistency and quality.

#### **JOB DUTIES**

- Manage payroll processing for multiple schools
- Accurately prepare, enter, audit and distribute the payroll on a timely basis.
- Assist with the administration of electronic time keeping systems in Skyward and SMART HR
- Process timely tax deposits electronically
- Prepare 403(b), 457, FSA and HSA files and upload appropriate vendors
- Provide backup of payroll items for Accounts Payable
- Balance payroll accrual accounts
- Prepare and file quarterly payroll tax returns
- Prepare annual W2 forms, distribute them to employees and upload the electronic file to the Social Security Administration
- Prepare ACA forms for our clients that meet the threshold and submit the electronic files
- Trouble shoot and problem solve payroll issues
- Assist with the preparation of the annual financial audit
- Provide excellent customer service for our clients

#### **REQUIRED EXPERIENCE / QUALIFICATIONS**

- 2+ years Payroll experience
- AS Degree in Accounting or equivalent job experience is preferred
- Experience in processing Payroll for several clients at one time
- Extensive knowledge of applicable Payroll procedures
- Possess strong organizational and time management skills
- Ability to work independently and with a team in a fast paced and high volume environment with emphasis on accuracy and timeliness
- Ability to set priorities and complete tasks despite interruptions
- Must be well organized and a self-starter
- Must be willing to take on additional duties when needed

#### **TECHNICAL SKILLS**

- MS Office/Windows experience particularly in Excel
- Strong analytical and problem-solving abilities
- Excellent written and verbal communication skills