**BestCare Treatment Services**

**Position Description**

**Title:** Payroll Specialist

**Program:** Administrative Offices

**Program Location:** Redmond, Oregon; requires travel throughout organization

**Supervisor:** Director of Human Resources

**Employment Status:** Full Time Regular

**FLSA Classification:** Non-Exempt

**Effective Date:** October 2019

**General Duties:** The Payroll Specialist is responsible for the administration of the company’s payroll and timekeeping function by ensuring an accurate and timely payroll process, maintaining internal payroll and financial records and performing tasks that support efficient operation of day-to-day functions.

**Job Relationships:**

* Reports to: Director of Human Resources
* Employees Supervised: None

**Specific Duties:**

* Perform regular and special payroll and timekeeping operations to ensure all transactions are processed accurately, timely and in compliance with company, local, state and federal regulations
* Reconcile payroll discrepancies and validate timekeeping submissions for accuracy and completeness through following up with management and staff prior to transmission
* Compile and process accurate garnishment, court-ordered withholding calculations, paid time off, benefit and 403B deductions
* Responsible for proper taxation of employer paid benefits
* Process paperwork for new employees, transfers, salary changes and terminations into the payroll system
* Issue employee paychecks and statements of earnings and deductions for approximately 250 employees
* Assist in the development and delivery of payroll and timekeeping training to facilitate management and employee understanding of new procedures
* Respond to employee inquiries on payroll and timekeeping related questions and issues
* Maintain accurate payroll and financial records, system setup and reporting
* Provide routine and ad hoc reports for payroll information as necessary
* Prepare year-end reporting when necessary (i.e. W-2 reports)
* Maintain current knowledge of legislative and regulatory changes that impact payroll function (i.e. Affordable Care Act)
* Create manual checks or void checks as required
* Perform any associated accounting duties
* Collaborate with HR team on process improvements to ensure efficient and accurate processing of payroll
* Process Third Party Pay invoices

**Minimum Requirements:**

* Minimum five years recent payroll experience required
* Basic accounting skill set, and formal bookkeeping training required
* Current knowledge of timekeeping and payroll systems preferred
* Integrated payroll/HR systems
* Strong proficiency in Microsoft Office (Excel, Word) is a must
* Ability to work independently with little supervision required
* Outstanding prioritization skills and excellent attention to detail required
* Ability to remain calm and flexible while working under pressure for tight deadlines in a busy environment
* Demonstrated experience in verbal and written communication in a professional setting as well as demonstrated experience working with a diverse population of employees
* Ability to maintain absolute confidentiality
* Must be able to promote a positive influence within the company
* Must be a team player
* Exhibit a sense of urgency in all work and assignments
* Advanced computer experience in word processing, spreadsheets, Internet, desktop publishing, and database management required
* Ability to work within framework of standard policies and procedures
* Responsible for a strong proficiency and compliance with all local, state and federal payroll/tax laws
* Able and willing to travel between job sites over three counties in personal vehicle required (reimbursement for mileage provided)
* Able and willing to be schedule flexible if a situation requires attention

**Tools and Equipment Used:**

Must have competency in using a computer for word-processing, database, and internet usage. Must be able to operate usual office equipment such as fax, telephone, and photocopy machine.

**Physical Demands:**

The physical demands described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing this job, the employee is regularly required to reach with hands and arms. The employee is frequently required to stand, walk, and use hands to handle, feel or operate objects or controls. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; and talk and hear. The employee must occasionally lift and/or move up to twenty (20) pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The position requires the employee to dress in a professional manner that meets the standards for professional employees in Central Oregon.

THIS JOB DESCRIPTION DOES NOT CONSTITUTE AN EMPLOYMENT AGREEMENT BETWEEN THE EMPLOYER AND THE EMPLOYEE, AND IS SUBJECT TO CHANGE BY THE EMPLOYER AS THE NEEDS OF THE EMPLOYER AND REQUIREMENTS OF THE JOB CHANGE.

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Employee Signature/Date