

## Payroll Specialist

Under the general direction of the Payroll Manager, the Payroll Specialist provides ongoing support processing of payroll for multiple locations, companies, and frequencies.

This role ensures that all stakeholders are kept informed, that the various and different payroll and related processes are administered appropriately; that assigned projects are delivered within scope, schedule, budget and quality, and accuracy levels are consistent with expectations.

### **Major Responsibilities, including but not limited to:**

- Perform tasks to establish and maintain employee payroll records
- Input, review, and audit timekeeping and other payroll related records
- Maintain time and attendance records
- Enter new hires into the payroll system
- Post changes in pay, tax status, and other miscellaneous categories
- Compute wage, overtime, and other types of pay
- Calculate and record payroll deductions (voluntary and involuntary)
- Process advance, termination and other out-of-cycle payments
- Reconcile earnings and deduction totals
- Calculate and prepare general journal entries
- Review output registers and reports and correct out-of-balance conditions
- Prepare and file tax reports
- Compile payroll data for management, auditors, and others
- Serve as back-up to other payroll practitioners
- Document procedures
- Assure that all employees receive timely responses to inquiries, questions, etc.
- Independently coordinate and communicate with all internal groups, hiring managers, and external parties (as required).
- Address and resolve problems in a timely manner
- Take initiative; demonstrate strong decision-making and organizational skills
- Initiate best practices; develop efficiency improvements
- Participate in special projects and other duties as assigned

### **Qualifications:**

- Minimum 2 years advanced business education and/or 2 years experience in any of the following: payroll, accounting, or human resources
- Demonstrated proficiency in payroll and HRIS software (ADP/Ceridian preferred), Microsoft Office Suite, and other databases
- Excellent verbal and written communication skills
- Strong analytical, high attention to detail, excellent troubleshooting skills, and creative problem solving skills
- Ability to be self-motivated and self-directed and think and act independently while also being team oriented
- Good follow-up skills; the ability to understand and develop the “big picture”; adaptability to process changes; and a strong sense of importance and ownership

EEO/AA Employer

**All candidates should contact Marion Sanchez at [msanchez@languageline.com](mailto:msanchez@languageline.com).**

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