



HR Payroll Specialist

VisiFI is looking for an experienced Payroll Specialist to join our team. If you have a strong background in payroll management, are well-versed in Paychex Flex, and thrive in a fast-paced environment, we encourage you to apply.

Responsibilities:

- Payroll Processing: Manage and oversee the end-to-end payroll process for a workforce of 70+ employees across multiple states.
- Paychex Flex: Utilize Paychex to process payroll, including data entry, verification, and reconciliation.
- Multi-State Payroll: Ensure compliance with payroll regulations in multiple states, including tax withholding and reporting requirements.
- Adjustments and Garnishments: Handle employee payroll adjustments, deductions, and garnishments accurately and in compliance with applicable laws.
- Time and Attendance: Collaborate with the HR Director and managers to verify and process time and attendance data.
- Record Maintenance: Maintain accurate and up-to-date payroll records, including employee information, earnings, and deductions.
- Reporting: Generate payroll reports and provide data analysis as needed for management and regulatory purposes.
- Compliance: Stay up-to-date with federal and state payroll laws and regulations to ensure payroll accuracy and compliance.
- Customer Service: Provide excellent customer service by addressing employee payroll inquiries and resolving issues promptly.
- Process Improvement: Identify opportunities for process improvements and efficiency enhancements within the payroll function.
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Qualifications:

- Bachelor's degree in HR, Accounting, Finance, or a related field (preferred).
- HR Certification (PHR, SPHR, SHRM-CP, SHRM-SCP) a plus
- Working knowledge of Spanish and/or Italian languages are a plus.
- International and/or multicultural experience preferred.
- 5+ years of payroll experience with a strong focus on Paychex Flex.
- Experience processing payroll and handling multi-state payroll complexities.
- Proficiency in payroll tax regulations, wage garnishments, and payroll adjustments.
- Strong attention to detail and accuracy in payroll processing.
- Excellent organizational and time management skills.
- Effective communication skills and the ability to work collaboratively with cross-functional teams.
- High level of discretion and confidentiality when handling sensitive payroll information.



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TECHNOLOGY USED:

SharePoint
SAP
Microsoft Suite
Paychex
VISIFI applications as required

PHYSICAL DEMANDS:

Work is essentially sedentary with occasional walking, standing, bending, carrying items under 25 pounds such as books, papers, small parts, etc.

The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or physical requirements. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Employee signature below constitutes employee's understanding and agreement of the requirements, essential functions and duties of the position.

Employee _____ Date _____

Witness _____ Date _____