

JOB DESCRIPTION

JOB TITLE: Payroll Specialist
DEPARTMENT: Human Resources
PEOPLE LEADER: Executive Vice President

EXEMPTION STATUS: Exempt
EEO-1 STATUS:

JOB SUMMARY: The Payroll Specialist will serve as the primary point of contact for the payroll process, while confirming payroll is processed on time, accurately, and in compliance with government regulations, and ensure timely payment and reporting of payroll withholdings and benefit, and complete payroll reconciliations.

ESSENTIAL DUTIES

- Process payroll for all exempt and non-exempt payroll, ensuring timeliness and accuracy.
- Maintain items in the HRIS system that impact payroll to ensure information is current, accurate, and complete.
- Maintain payroll items for accuracy including and not limited to salaries, benefits, and deductions.
- Collaborate with the HR Generalist and benefits broker to ensure smooth operation of benefits and carrier connections.
- Track and maintain comprehensive employee records, both electronic and physical, ensuring accessibility and completeness.
- Conduct payroll reconciliations, ensure compliance with relevant laws and best practices, and address any payroll-related issues.
- Provide necessary documentation and records for audits and ensure accurate employee data collection for reporting needs; supporting internal and external audits.
- Maintain detailed documentation and SOPs for payroll processes.
- Monitor changes in HR laws and regulations, provide updated recommendations, and assist in the administration of various HR programs.
- Handle payroll adjustments, including corrections for errors, retroactive pay, commission, bonuses, PTO, and leave of absences.
- Ensure accurate calculation and timely submission of payroll taxes, including income tax, Social Security, and Medicare. Stay informed about changes in tax laws and regulations.
- Manage backend processes regarding deductions related to employee benefits, including health insurance, dental, vision, and other voluntary benefits. Ensure contributions and adjustments are accurately reflected in payroll.
- Process and track employee and employer 401(k) contributions, ensuring compliance with plan rules and IRS regulations.
- Prepare payroll reports for leadership and accounting purposes, including summaries of earnings, taxes, and deductions.
- Respond to employee inquiries in a timely and professional manner.
- Assist HR Generalist in Benefits Administration, Recruiting, Employee Relations, and other day-to-day matters as needed.

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| ADDRESS: | EASE LOGISTICS 5725 AVERY RD DUBLIN, OH 43016 |
| MAIN: | 614-553-7007 |

PROFESSIONAL

- Ability to adapt and work in a fast-paced environment.
- Build and foster an environment of teamwork, integrity, and leadership.
- Communicate, written and verbal, in a manner that is respectful, professional, and polite.
- Demonstrate efficient time management skills by being punctual and reliable.
- Keep workstation clean and free of clutter.

WORK ENVIRONMENT

- The physical environment requires the employee to work in an open office setting with regulated temperatures, where many people are on the phone for long periods.

PHYSICAL DEMANDS

- Sitting or standing at a desk, typing, looking at multiple computer screens, and responding to inbound/outbound phone calls, emails, and instant messages throughout the day.
- Occasionally may need to bend, stand, or lift up to 10 lbs.

POSITION TYPE AND EXPECTED HOURS OF WORK

- This position is full-time. Employees typically work Monday-Friday, typical working hours (with an hour lunch), 40+ hours per week, as business demands.
- This role is expected to work outside of typical business hours as business needs dictate.

TRAVEL

- This position would require minimal to no travel. Employees may travel to work-related conferences, trainings, events, etc.
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QUALIFICATIONS:**Education**

- A bachelor's degree with a concentration in Human Resources, Business Administration, Finance, Accounting, or a related field of study is preferred.
- Certifications such as Certified Payroll Professional (CPP) or Fundamental Payroll, preferred.

Experience

- A minimum of 1-year related experience with a bachelor's degree.
- A minimum of 3 years' related experience with an associate degree.
- In lieu of a degree, a minimum of 5 years' related experience is required.

Knowledge, Skills, and Abilities

- In-depth understanding of payroll processing, exemptions, benefits, garnishments, taxes, and other deductions.
- Skilled in managing Human Resources Information Systems for data accuracy and operational effectiveness.
- Knowledgeable in payroll, wage, and hour laws at federal, state, and local levels.

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- Strong abilities in payroll reconciliation, troubleshooting issues, and making sound decisions based on thorough analysis.
- Excellent communication skills, effectively sharing information with clarity and adapting to various audiences.
- Demonstrated ability to work interdependently and collaboratively, building and maintaining trusted relationships.
- Skilled in setting priorities, organizing work, and mobilizing resources to achieve goals in a timely manner.
- Experience with payroll software (Paycom) and Microsoft Office Suite is required.
- Aptitude for handling sensitive information with the utmost confidentiality and discretion.
- Demonstrated leadership skills, capable of guiding and collaborating with cross-functional teams.
- Meticulous attention to detail, ensuring accuracy and compliance, especially in a fast-paced and dynamic environment.
- Commitment to ongoing professional development and staying updated with HR laws, best practices, and technological advancements.
- Ability to lead and implement new HR initiatives, contributing to strategic planning and operational efficiency.

DISCLAIMER: EASE is a rapidly growing and changing company, responsibilities of this position will continue to adjust as needed to meet business demands. This job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee and may change, or new ones may be assigned at any time. Employees will be notified of any additions or changes to responsibilities, duties, or expectations by their direct manager or anyone in a position of authority within EASE Logistics.

EQUAL OPPORTUNITY: EASE Logistics Services LLC is an equal opportunity employer. Each applicant and employee will be given full consideration for employment and advancement without regard to race, religion, color, sex, national origin, veteran status, age, or disability.