

The DePaul Group is currently looking for an experience Payroll Specialist to join the team.

Summary Performs the payroll functions, including processing, administration and serving as the source of information to the employees. The location for this position is at the Corporate Office.

PRINCIPAL RESPONSIBILITIES:

- Processes payroll for all employees; processes & reviews payroll calculations; verifies information from relevant forms including pay increases, department transfers, etc.; audits, corrects and balances payroll and a variety of reports (Payroll system is Vista by Viewpoint)
- Assists in administering the Employee Portal; including updating access, set-up/configuration as relates to payroll and training end-users on functionality.
- Process involuntary deductions, such as garnishments and wage levies
- Maintains payroll information in compliance with record keeping requirements.
- Keeps apprised of the payroll processing system and changes in wage and tax laws as well as corresponds with federal, state and local tax agencies.
- Calculates and processes manual checks as needed.
- Compiles, prepares and maintains payroll reports.
- Assists in the yearly production of W-2's and other accounting requirements.
- Performs other duties as assigned.

QUALIFICATIONS:

- Minimum 5 years' experience processing payroll. In-house payroll experience preferred.
- Strong aptitude for database/system functionality; including payroll, time and attendance and employee self-service systems.
- Solid understanding of PA and NJ state payroll laws.
- Must have experience in setting up and maintaining electronic files.
- Excellent organizational, leadership, customer service and interpersonal skills a must.
- High school diploma or equivalent, college level courses in accounting or business preferred.
- Strong proficiency in Microsoft Office including Outlook, Excel & Word
- Ability to create and manipulate reports from databases.
- Must have excellent attention-to-detail, documentation and follow up skills.
- Ability to prioritize and handle multiple projects is essential; fast paced, deadline-driven environment.
- Ability to operate independently and set own priorities; as well as work in team environment.
- Union and Construction Industry Experience preferred

We offer competitive wages and a full benefits package, including a 401(k) plan. Interested candidates reply with resume and salary requirements.

Interested applicants can respond to jobs@depaulgroup.com.

The DePaul Group is an Equal Opportunity Employer and Drug Free Environment.