Azzur Group, a growing private company, seeks a Payroll Specialist to help our clients pay their employees on time with the utmost accuracy and attention to detail. Responsible for the preparation, process and disbursement of weekly, bi-weekly & semi-monthly payrolls using Isolved payroll system. Duties include:

* Administer full Cycle payroll processing in a multiple client, multiple state environment (from data entry through full gross to net processing and end of cycle reporting)
* Processes bi-weekly and semimonthly, multi-state payroll for salaried and hourly, full time and part time employees ensuring the accuracy of data entry along with coordinating timely close of the payroll transmission.
* System maintenance, including, but not limited to, database maintenance, new hire set up, taxes form processing, local taxes, timekeeping input, direct deposit set up, benefits set up, terminations, garnishments processing and employee verifications of employments.
* Calculate and process off-cycle manual checks.
* Conducts quality assurance to ensure that all changes to payroll are processed correctly.
* Works closely with Human Resources staff ensuring personnel data is received timely and accurately.
* Reviews the accuracy of payroll deductions to payroll output documents.
* Responds to employee inquiries and requests regarding payroll matters.
* Maintains client confidence and protects operations by keeping information confidential.
* Perform other duties and special projects as requested by management.
* Delivers excellent customer service.

**Qualifications**

* Associate Degree required;
* 3-5 years of multi-corporation, multi-state payroll experience
* Exposure to a high volume, and multi-task work environment required
* Strong interpersonal, organizational, oral and written communication skills required.
* Detail oriented, strong analytical skills and organization skills
* Ability to detect inconsistencies in data, and able to work with minimal supervision.
* Ability to work reliably and efficiently under demanding deadlines.
* Proficient using the Microsoft Office Suite of software to include Outlook, Word and Excel
* Critical thinking skills needed; enjoys problem solving
* A High comfort level with change, the ability to adapt and recover quickly from adversity
* Working knowledge of payroll processing, tax principles, wage and hour laws

Preference will be given to candidates who have the following:

* Bachelor Degree
* Some experience with audit procedures, tax and accounting practices
* Familiarity with HR, payroll technology and payroll processes
* FPC or CPP

For immediate consideration please apply online at <https://azzur.isolvedhire.com/jobs/> see Payroll Specialist