Payroll Specialist/Lead

Employer’s Resources of Colorado (ERC) is looking for a Payroll Specialist/Lead for our Colorado Springs, CO office. This position will be responsible for processing payroll for our clients. ERC is a Professional Employer’s Organization (PEO). [www.erccolorado.com](http://www.erccolorado.com)

**Summary**

Performs all activities associated with recording hours of work, processing time records, compiling payroll statistics, maintaining payroll control records, and generating designated payrolls by performing the following duties.

**Essential Duties and Responsibilities**

* Process weekly/biweekly/monthly payrolls in Microsoft Dynamics and Darwin.
* Review of personnel records to determine names, rates of pay, and occupations of newly hired workers, workers compensation rates, benefits, and changes in wage rates and occupations of employees on payroll. Inputs this data into Darwin.
* Records new or changed pay rates in payroll register and/or computer files.
* Inputs computation of pay according to Client’s policy.
* Implement and generate all pay checks and direct deposits as reflected in personnel data.
* Provides and understands payroll reports at the time of each pay cycle. Explaining these reports to Clients and ERC management as needed.
* Compilation and preparation of other payroll data such as pension, insurance, tax and garnishment payments. Including Section 125 and FSA deductions.
* Reviews and implements all appropriate payroll deductions.
* Interprets company policies and government regulations affecting payroll procedures.
* Preparation of government reports; including certified payroll.
* Reviews payroll to ensure accuracy.
* Examines work for exactness, neatness, and conformance to policies and procedures.
* Validate and audit payroll reports
* Support payroll projects
* Initiate continuous improvement in payroll process
* Additional duties as assigned

**Minimum Requirements/Qualifications**

* Payroll certification a plus
* Associate's degree in Accounting, Business Administration or a related discipline a plus
* 5+years payroll experience in full-cycle US payroll of multiple jurisdictions and job sites
* Experience in Microsoft Dynamics Great Plains and Darwin preferred
* Advanced working knowledge of Microsoft Excel
* Must possess a high level of professionalism and maintain a high level of confidentiality at all times.
* Detail oriented and have an excellent ability to focus on the task on hand.
* Must have the ability to meet deadlines with accurate work.
* Ability to solve practical problems and address variables in situations where only limited standardization exists
* Must possess tenacity, eagerness to learn and communication skills to ensure issues are handled properly
* Strong organization skills, the ability to multi-task and work in a fast paced office setting.

ERC offers competitive compensation packages, an incredible work environment. ERC offers a comprehensive benefit program which includes Health, Dental, Disability, Life, and Paid Time Off.

ERC is an Equal Opportunity Employer.

Must pass a background check

Job Type: Full-time

Salary is based on experience: $45,000 - $58,000