

## **Payroll Specialist, Accounting Services Department**

Schmitz-Holmstrom CPAs  
1400 West Century Avenue, Bismarck, ND 58503

Bachelors or Associates in business, accounting or relevant field is preferred (or equivalent years of experience)

Additional requirements:

Payroll processing: 2 years (required)

Accounting: 1 year (preferred)

Human resources: 1 year (preferred)

\$19 - \$22 per hour, based on experience

Full-time

Job Description:

We are looking for a knowledgeable Payroll Specialist that will ensure accurate processing and recording of multiple company payrolls, provide timely and accurate financial information, and manage all cycles relating to payroll and benefits. The ideal candidate can use payroll software with accuracy and efficiency, is good with numbers and can be trusted with sensitive information. You will interact with colleagues and clients so good communication skills are important. This position will work independently and as part of the team of accountants who serve our clients.

Responsibilities:

- Manage payroll process that includes importing, proofing, editing, processing and transmitting all payroll wages and tips, deductions, reimbursements, bonuses, commissions, and manual payments consistent with federal and state wage and hour laws.
- Perform specific duties related to insurance plans, 401k, and flexible spending accounts reconciliation of accounts, timely vendor payments.
- Perform updates to payroll-related information and data and manage overall payroll work flow.
- Ensure timely processing of all new hires, promotions and terminations for multiple clients.
- Prepare journal entries related to payroll and benefits and record timely and accurately.
- Prepare and execute pay checks through an electronic system for direct deposit or distribute paychecks.
- Administer statements of payment to personnel either electronically or on paper.
- Process taxes and payment of employee benefits.
- Prepare quarterly payroll tax returns for a variety of clients.
- Keep track of hour rates, wages, compensation benefit rates, new hire information etc.
- Address issues and questions regarding payroll from clients and colleagues.
- Prepare reports for client management.

Skills:

- Proven experience as payroll specialist or payroll manager.
- Solid understanding of accounting fundamentals and payroll best practices.
- Very good knowledge of legislation and regulations of the payroll field.
- Experience with benefit administration a big plus but not mandatory.
- Strong knowledge of payroll software onboarding applications.
- Proficient in MS Office, QuickBooks, and comfortable with technology and using it to the fullest advantage in general.
- Trustworthy with attention to confidentiality.
- Outstanding organizational ability with great attention to detail.
- Excellent communication skills.