

## PAYROLL/STAFF ACCOUNTANT

CHCS is a company positioned for growth and excellence. It may not be an exciting time in the marketplace, so we aim to shake things up. We are looking at acquiring more companies and we have already begun to place a larger investment in technologies and tools for our associates and our customers.

### Our story

We've been in business for over 30 years. We are a global company with delivery centers in the USA and INDIA. CHCS is an award-winning insurance third-party administrator (TPA) of senior health products. We are in the business of providing state-of-the-art administrative support services and customized care solutions to manage policies and claims. CHCS Supports some of the largest senior market insurance companies in the world. Processing hundreds of thousands of claims every year and our vast network of experienced registered nurses and healthcare professionals provide personalized care management services to policyholders.

### The future

Within the next 5 years we are seeking to become THE leader in the TPA services marketplace! To achieve this goal, we know we'll need to build an even stronger team. We are ready to invest in the company and in you.

Investment in technologies: new call center technology is Five9s, and continually refresh of systems.

## Job Summary:

The Payroll/Staff Accountant will oversee and supervise the payroll functions of the organization, ensuring pay is processed on time, accurately, and in compliance with government regulations.

### *Responsibilities:*

- Implements, maintains, and reviews payroll processing and accounting systems to ensure timely and accurate processing of payroll transactions including salaries, benefits, garnishments, taxes, and other deductions.
- Resolves payroll discrepancies by running and analyzing payroll reports
- Ensures accuracy of timecard data
- Ensures accurate and timely processing of payroll updates including new hires, terminations, and changes to pay rates
- Prepares and maintains accurate records and reports of payroll transactions
- Maintains federal, state, and local tax deposits compliance and timely deposits
- Facilitates audits by providing and preparing records and documentation to finance auditors
- Maintains employee confidence and protects payroll operations by keeping information confidential
- Identifies and recommends updates to payroll accounting software, systems, and procedures
- Performs other duties as assigned

### *Qualifications:*

- Extensive knowledge of payroll functions including preparation, balancing, internal control, and payroll taxes
- Ability to communicate effectively with supervisors and employees
- Excellent mathematical skills
- Excellent organizational skills and attention to detail
- Strong analytical and problem-solving skills
- Proficient with Microsoft Office Suite, specifically Excel formulas, data, pivot tables or related software
- Proficient with HRIS payroll software

### *Education and Experience:*

- Bachelor's degree in Accounting, Business Administration, Human Resources, or related field or FPC, CPP payroll certification, preferred
- Prior experience in ADP Workforce Now, preferred

- At least three to five years of related experience required

*Physical Requirements:*

- Prolonged periods of sitting at a desk and working on a computer
- Must be able to lift 15 pounds at times

Email resumes to [nora.dugger@chcs-services.com](mailto:nora.dugger@chcs-services.com)