

Payroll and Benefits Specialist

Boise, Idaho, United States Human Resources

The Payroll and Benefit Specialist duties require knowledge of various HR practices, payroll systems and company practices and procedures. This role will be responsible the processing of payroll in accordance with company, state, and federal policies and regulations. In addition, this role will be the primary contact for all benefit related enrollments and inquiries from both the employees and benefit providers. Please submit your resume directly to me at lynn@tanrg.com We are a recruiting agency working with a large software company in downtown Boise on this position.

Responsibilities

- › Responsible for the day-to-day administration and management of all payroll activities, including monthly processing
- › Answer all employee questions and requests related to payroll, and research any pay issues
- › Set up of new state tax withholdings
- › Work with payroll provider to ensure accuracy with quarterly tax filings
- › Complies with federal, state, and local legal requirements by studying existing and new legislation; enforcing adherence to requirements; advising management on needed actions
- › Manage benefit enrollments and answer benefit related questions from employees
- › Reconcile and pay benefit invoices
- › Validate and approve retirement contributions
- › Conduct new hire orientation

REQUIREMENTS

- › Bachelors degree in Human Resources or a related field
- › 5+ years experience specifically with payroll processing
- › Excellent verbal and written communication skills
- › High degree of accuracy, timeliness and confidentiality

Desired Experience and Skills

- › SHRM-CP or PHR Certification
- › Advanced knowledge of MS Office, including Word, Excel, PowerPoint and Outlook
- › Professional and mature demeanor; able to work with a variety of personality types