

AMP Services

<http://www.ampservices.com/job/payroll-assistant/>

Payroll Assistant

Description

The Payroll Assistant is responsible for accurate processing and recording of client and company payroll, provide timely and accurate financial information, participate in data entry payroll processing, and aiding the Payroll Specialists in support of streamlining and automating payroll processes. This position will impact a rapidly growing organization and offers career development opportunities.

Responsibilities

- Assist payroll specialists in performing daily payroll department operations.
- Ensure all payroll transactions are processed accurately and timely.
- Reconcile payroll prior to entry using payroll modules and validate confirmed reports.
- Understand proper taxation of employer paid benefits.
- Process time and attendance on variety of point of sale systems and interface with payroll.
- Assist in the processing of accurate and timely quarterly and year-end reporting when necessary.
- Process manual checks
- Load import files received from HR (All Companies); research and email appropriate audience of file issues
- Contributes to team effort by accomplishing related results as needed.
- Perform all administrative duties in support of the payroll department and payroll specialists.
- Performs other duties as assigned.

Qualifications

- 1+ year experience in an office environment (payroll processing experience preferred)
- Working knowledge of payroll best practices
- Knowledge of federal and state regulations
- Excellent verbal and written communication.
- Strong PC skills including proficiency in Excel
- Decision-making, problem-solving, and analytical skills
- Strong work ethic and team player
- High degree of professionalism and demonstrated business acumen
- Positive attitude
- Ability to deal sensitively with confidential material-Strong interpersonal (verbal and written) communication skills
- A team player with ability to handle deadline driven environments
- Ability to communicate with various levels of management
- A love for detail
- A passion for providing an excellent client experience through consistent customer service and business processes
- Career-minded rather than job-minded
- Restaurant company experience a plus

Hiring organization

AMP Services

Employment Type

Full-time

Industry

Outsource Restaurant Accounting

Job Location

200 W Mercer Street, Suite 511,
98119, Seattle, Washington, United States