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| Job Title: | Senior Payroll Specialist | Department/Group: | Payroll  |
| Location: | OMS Group Inc. | Position Type: | Payroll |
| Immediate Supervisor: | Holly Barnett\Kasandra Bazail | HR Contact: | Cindy Grubbs |
| Workday Schedule: | Monday thru Friday with possible remote and flexible work schedule | Hours: | 8:00 AM to 5:00 PM  |
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| Job Description |  |
| Job Purpose:Responsible for all aspects of payroll services for clients. Partners with all clients to provide accurate, compliant, and timely delivered payrolls. Liaison with cross-functional departments to support various services interacting with payroll. Duties:* Organize and coordinate activities in the payroll department, including recommending, documenting and implementing procedures for increased accuracy, efficiency and accountability.
* Assisting with the day-to-day operations within the payroll department. Ensuring that all payrolls have been completed in a timely manner and are accurate on a daily basis.
* Accurately enters and maintains employee-related information in the payroll system, including various deductions such as personnel changes, wage adjustments, garnishments, tax levies, LOAs and any other required PEO-related activities necessary for processing.
* Calculate changes to pay rates based on time off, overtime, etc.
* Accurately enters and maintains client specific information such as demographic changes, billing, WC, state unemployment codes, and PTO, etc.
* Communicate with employees to help them understand their paycheck and any changes that may occur.
* Gather data from multiple sources, and work with many employees and pay scales while keeping it all organized
* Back up to setting up clients in Darwin in accordance with Company procedures.
* Research payroll issues and help with the resolutions to ensure that the clients’ expectations are met.
* Manage difficult or emotional client/employee situations; respond promptly to customer needs; solicits customer feedback to improve service and responds to requests for service and assistance.
* Trains and assist client on OMS systems and educates clients on federal and state regulations and federal labor laws.
* Contribute to client, team and management by accomplishing related results as needed.
* Handle special projects and other duties as assigned.

**Qualifications:*** High School Diploma, minimum
* 5 years accounting and/or payroll experience
* Fundamental Payroll Certification (FPC) helpful but not required
* Multisite or PEO payroll experience
* Computer experience with excel, word and payroll software
* Must have high level of accuracy and attention to detail with the ability to prioritize and meet deadlines

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.**Work Time Responsibility:**You are responsible to record all hours worked accurately and correctly without exception. You understand that OMS Group Inc. is relying on your record of hours worked in compliance with the **Fair Labor Standards Act**. Apply by emailing your resume to: cgrubbs@omsgroup.com |