

PAYROLL SPECIALIST

Department: Payroll
Status: Full-Time
Benefits: Yes

SIMA Financial Group, Inc. is a professional services firm headquartered in Richmond, Virginia that employs a talented, client-centered team of professionals and support staff. Our certified and licensed professionals are dedicated to their unique discipline within SIMA's five core competencies: accounting & tax, payroll & workforce management, employee benefits, corporate retirement and wealth management. We work closely with businesses and individuals to provide a superior experience to our diverse clientele that includes business owners, executives, entrepreneurs, and investors. SIMA identifies and implements financial strategies to more effectively manage both business and personal finances. Founded, grown, and managed in a morally-rich, values-driven environment, SIMA has proudly served clients with professional, personal, and principled care since 1985.

OVERVIEW & RESPONSIBILITIES

The Payroll Specialist supports payroll operations ensuring accuracy and timeliness. This position acts as the primary contact for clients regarding any account questions or concerns. The Payroll Specialist is accountable for the development of client relationships and taking the initiative to surpass client expectations. This position requires strong problem-solving skills to identify and provide solutions to clients. Responsibilities include payroll administration, managing client changes, providing client solutions, and building client relationships.

- Processes bi-weekly, semi-monthly, monthly, quarterly, and on-demand payrolls
- Contacts clients daily according to set schedules in order to obtain payroll data, including any adjustments such as new employees and issuance of bonus checks
- Keys all payroll-related data necessary to process and meet payroll deadlines
- Manages workflow to ensure all payroll transactions are processed in an accurate and timely manner
- Transmits payroll tax deposits timely
- Researches and handles payroll discrepancies and issues
- Processes garnishments, including any additional research required
- Prepares and provides payroll reports to clients
- Conducts year-end payrolls and reporting
- Establishes and maintains a positive working relationship with clients, agencies, and coworkers to promote a positive quality service image

QUALIFICATIONS & REQUIREMENTS

Education & Experience

- High school diploma or equivalent required
- Payroll processing or accounting experience is a plus
- Proficiency with Microsoft Word, Excel, PowerPoint and Outlook

Skills & Core Values

- Strong analytical and problem-solving skills
- Excellent communication skills, both written and verbal
- High level of confidentiality and professionalism
- Client service oriented
- Strong organizational and time management skills
- Detail-oriented with a high degree of accuracy
- Ability to manage workflow and ensure projects/tasks are processed in a timely manner
- Ability to be proactive and not reactive in all aspects of daily job functions
- Ability to collaborate and operate as part of a team
- Self-motivated and able to work well within a fast-paced environment with firm deadlines

SALARY & BENEFITS

We offer an attractive salary with future opportunities for growth and advancement. In addition, we offer an exceptional benefit package, including an employer 401(k) matching contribution, Paid Time Off, long-term disability insurance, life insurance, and elective medical, dental and vision benefits.

CONTACT

To be considered for this immediate opening, please send your resume with salary requirements to careers@simafg.com or fax your resume in confidence to (804) 285-5656. This position will remain open until filled.

EOE. SIMA Financial Group, Inc. reserves the right to alter, change, modify and/or terminate this job posting at any time without notice, or obligation, to any party.