

position summary

Merjent, Inc. is seeking a Payroll Specialist to join our accounting team. The successful candidate will be responsible for managing the payroll process, ensuring accurate and timely payments, and maintaining compliance with federal, state and local tax laws and regulations. The ideal candidate will have experience with payroll management and corporate accounting software, as well as a strong understanding of accounting principles and practices.

Flexible/hybrid work arrangements are available for professionals who can work successfully in a remote work environment. The anticipated minimum salary for this position is \$60,400.

why Merjent?

Merjent is a medium-sized consulting company dedicated to creating an environment where both people and projects succeed. Merjent has staff located across the United States. All full-time employees begin their tenure at Merjent with 4 weeks of paid vacation regardless of seniority. In addition, employees receive 10 paid holidays and generous benefits and compensation packages. Merjent supports annual career-related training for employees to become or continue as leaders in their field of expertise. Merjent facilitates organic growth within the company and encourages employees to bring their ideas forward to grow existing and create new service lines within and beyond the currently served sectors of energy, mining, transportation, manufacturing and construction, land development industries, and government. Merjent also invests in its company culture by supporting travel for remote employees to attend in-person team meetings and all-staff events.

responsibilities

The Payroll Specialist be responsible for the following:

- Preparing and processing biweekly multi-state payrolls and ensuring accurate and timely payments for +300 employees.
- Using payroll and accounting software, specifically ADP and Deltek Vantagepoint, to manage payroll and corporate accounting tasks.
- Executing and maintaining monthly, quarterly, and annual payroll tax filings.
- Overseeing Sales and Use Tax payments and process.
- Establishing and managing state taxes (withholding, family leave, work comp, and unemployment) for +40 states.
- Ensuring employees 'worked in' states are updated and taxed accordingly.
- Conducting research, analysis, and resolution to payroll related tax notices, W-2 issuances, and inquiries.
- Assisting with annual Worker's Compensation audit with outside auditor.
- Responding to employee inquiries regarding payroll.
- Conducting thorough reviews and analyses of applicable payroll documents to ensure accuracy and completeness.
- Reconciling and balancing payroll totals with Deltek Vantagepoint Accounting system.
- Creating and maintaining processes and procedural documentation.
- Providing exceptional written and verbal customer service to employees and management.
- Maintaining a professional, confidential, and organized work environment.
- Managing and maintaining payroll records, including employee information and pay changes.
- Remaining current on the latest payroll laws, regulations, policies, and best practices to ensure compliance.
- Working with Human Resources to ensure pay changes are updated correctly.
- Entering and maintaining adjustments, manual checks, and timecard editing.
- Processing garnishments and child support.

Candidates interested in applying should submit a completed Application for Employment (cover letter and resume) to merjent.applicantpro.com.

Merjent, Inc is an Equal Opportunity Employer committed to diversity and inclusion. We are pleased to consider all qualified applicants for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, protected veteran status, or any other legally protected factors. Disability-related accommodations during the application process are available upon request.

Merjent is not accepting unsolicited assistance from search firms for this employment opportunity.

[Payroll Specialist continued]

- Providing backup support for certain tasks (401(k), Health Savings Accounts, etc.).
- Training new employees on timesheet entry procedures.
- Other tasks as assigned.

qualifications and experience

The successful candidate will have the following qualifications and experience:

- Bachelor's degree in Accounting or Associate's degree in Accounting with +3 years of full payroll processing experience.
- Thorough understanding of accounting principles and practices.
- Experience with payroll management and corporate accounting for +300 employees.
- Knowledge of federal and multi-state tax jurisdiction rules to ensure compliance with relevant payroll tax laws and regulations.
- Proficiency in Windows Office Suite, with an emphasis on Excel, Outlook, and Teams.
- Experience using financial software systems.
- Experience working independently and as part of a team with minimal supervision.
- Excellent organizational and analytical skills.
- Excellent attention to detail.
- Ability to work flexible hours when needed.
- Ability to meet deadlines and prioritize work.
- Ability to demonstrate initiative (self-starter) with workload management.
- Ability to adapt quickly and work with short lead times, both in a team setting and individually.

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