

Title: Payroll Analyst

Term: Permanent, Full-Time

Location: Phoenix, AZ

SUMMARY

The primary purpose of the Payroll Analyst position is to support the Payroll department with weekly payroll cycle for multiple unions, states and corporate jurisdictions. Duties can change as the role calls for flexibility, an enthusiastic personality with a desire to assist all employees and managers.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Process weekly payroll for employees in multiple unions, states and corporate jurisdictions ensuring compliance with varying state tax laws, benefits, and wage regulations;
- Trouble-shoots payroll issues with ADP;
- Process full-cycle payroll for US employees;
- Data entry and reconciliation of hourly timesheets and special payments;
- Process employee garnishment deductions and remittances;
- Complete ROEs and other government forms;
- Ensure accurate deductions for federal, state, and local taxes, benefits, garnishments, and other withholdings, staying updated on tax laws and payroll regulations;
- Ensure all statutory filings requirements are satisfied including Worker Compensation registrations and union remittances;
- Collect, calculate, and enter time and attendance data;
- Update payroll records with exemptions, insurance coverage, savings deductions, personal information, new hires, transfers, etc.;
- Monitor the payroll mailbox and assist with any requests;
- Design and compile standard reports for various internal and external stakeholders;
- Ensure policies, procedures and controls are in place and adhered to;
- Prepares scheduled and ad hoc payroll reporting, assists with special projects and department compliance audits as needed;
- Manage sensitive and confidential information with discretion;
- Drive continuous improvement within the payroll function, develop and execute payroll process improvements and implementation plans;
- Process Year-end requirements, W-2s, year-end reporting, etc;
- Other duties as required.

JOB REQUIREMENTS

- Self-starter who is able to multi-task;
- Strong knowledge of ADP or similar payroll systems;
- Strong computer skills including Word, Excel, PowerPoint and Outlook;
- Detail oriented, methodical, with fast data entry skills;
- Dependable, responsible team player;
- Flexible and able to work well under deadlines and changing priorities;
- Demonstrated ability to work collaboratively with other departments;

- Solid interpersonal and communication skills (both oral and written);
- Demonstrated ability to act with discretion, confidentiality and good judgement.

EDUCATION, EXPERIENCE AND/OR CREDENTIALS

- Payroll Compliance Practitioner Certificate or equivalent related education;
- Minimum (3) three years' experience in a similar role;
- Experience with ADP Workforce Management and other related payroll systems;
- Previous experience working in a union environment;
- Electronic Wage Reporting System experience;
- Construction industry experience an asset;
- Experience and understanding of dealing with sensitive payroll issues and respect for confidentiality.

HOW TO APPLY

If you are looking for an exciting career with a fast growing, progressive company, please email your resume to careers@rokpowerservices.com or fax 1-888-310-8831. Please include the job title in the email subject line.

We thank all applicants for showing an interest in this position. Only those selected for an interview will be contacted.