

Payroll Specialist

First World Mortgage is looking to hire an experienced professional who understands the unique factors involved in processing payroll for hourly employees as well as employees with bonus and commission income. We need someone who can lend his or her skills to other tasks when the opportunity arises. You might need to assist with A/R or A/P or help HR on occasion. Some of the responsibilities include:

- Prepare and submit manual payroll checks.
- Familiarize yourself and keep current with the taxation of salaries, benefits, and other factors.
- Process and monitor garnishment orders and other issues that impact payroll specifications.
- Maintain and document all payroll records.
- Conduct semi-annual audits of all payroll records.
- Reconcile general ledger regarding payroll transactions.
- Detect and process issues related to uncollected payroll.
- Respond to employee inquiries regarding payroll issues or concerns.
- Experience with Paycom preferred but not required.
- Experience in the Mortgage Industry preferred but not required.