

Payroll & HRIS Specialist – Job Description Summary

This position will coordinate the organization's payroll process from initial time collection to payroll balancing and check distribution utilizing a blend of technologies, which incorporate Microsoft Excel by ADP. Will produce various reports through the HRIS Report Writing module as needed. In addition, the incumbent will be responsible for assisting and managing various projects as time permits and handling payroll communication issues as they arise.

The complete job description covers the following topics:

- Essential duties and responsibilities
- Performance standards
- Qualification requirements
- Education and experience
- Language skills
- Mathematical skills
- Reasoning ability
- Other skills and abilities
- Physical demands
- Work environment
- Mental demands