



Western Washington Medical Group

Corporate Office
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Payroll Specialist: works closely with Payroll Manager to complete processes a requirements and organizational policy. Maintain accurate and timely paper systems and provides general organizational onboarding of new hires. Process semi-weekly payroll from HRIS Payroll software, files related payroll compliance reports and completes special projects.

Primary Responsibilities:

- Manage garnishments and child support orders including responding to writs and remitting funds to AP for payment.
- Data entry for necessary documentation in HRIS system, wage and status changes
- Maintenance of personnel files consistent with State laws and licensing and accreditation requirements
- Data collection, verification of employee time and attendance data submitted by managers; data entry in ADP WorkForce Now.
- Accurately calculating wages, salaries, overtime, bonuses, commissions, and other forms of compensation.
- Processing and accurately withholding taxes (federal, state, local), insurance premiums, retirement contributions, and other deductions.
- Process semi-monthly payroll utilizing HRIS Payroll software, calculation of gross payroll where necessary, export hours from Time and Attendance, to distribution of payroll reports
- Preparing and distributing paychecks or processing direct deposits.
- Download semi-monthly 401K/PS reports after each semi-monthly payroll and upload to NWPS secure website.
- Prepare monthly payroll data for semi-monthly profit sharing and 401k match for journal entries, which includes data transfer for employees working in multi care centers. Key and post monthly journal entries for both monthly and semi-monthly payrolls. Set up wire transfer.
- Administrator of ADP Time and Attendance including communicating with ADP for set up issues and errors, annual set up of holiday program
- Prepare and post monthly journal entries for semi-monthly payroll and payroll taxes
- Download reports from ADP into Excel for FUTA and SUI. Calculate FUTA & SUI for employees working in more than their home department. Key and post monthly journal entries for semi-monthly payrolls.
- Set up ACH on Optum web site for employee HSA contributions for semi-monthly payroll and log on Excel spreadsheet for reconciliation.
- Using ADP reports calculate employer HSA monthly contribution. Log on Excel spreadsheet. Set up ACH on Optum web site. .
- Key HSA employer contributions in memo code in December for W-2 reporting
- Key health insurance costs in memo code in December for W-2 reporting
- Maintain an accurate payroll processing manual
- Support benefits administration including enrollment, changes and terminations
- Prepare monthly spreadsheet by care center of medical, dental, vision, life and ltd charges
- Back up for logging daily cash when Corporate Accountant is not in the office
- Complete other duties as assigned by CFO, CEO, physicians, care center managers or administration employees in a professional and confidential manner.
- Conform with and abide by all regulations, policies, work procedures, and instructions.
- Conform with all safety rules and use all appropriate safety equipment.

Applicant Requirements:

- AA degree, some AA classes or high school diploma and combination of work experience
- At least 2 years prior office experience and ability to maintain confidentiality in handling personnel information
- Experience processing payroll
- Familiarity with common federal, state and local labor laws and personnel regulations and will be trained in
- Highly organized and enjoys multi-tasking, demonstrated strong attention to detail and able to work independently
- Strong written and verbal skills
- Proficient in Excel
- Experience with electronic records, alcohol/drug confidentiality, and health care privacy preferred
- A stable work history with good attendance.
- Personable, calm team player who can handle confidential material discreetly and respectfully

Benefits: Hourly wage + annual benefits package. Benefit package includes health, vision, prescription, and dental insurance, long-term disability, AD&D and Basic Life Insurance, 401(k) retirement plan with employer match. 9 paid holidays a year, paid sick leave, plus 2 to 4 weeks' vacation based on longevity.

Job Type: Full-time

Pay: \$27.00 - \$30.00 per hour

This is a full time 40 hours a week, 5 days a week - on-site position.