

Lawley

INSURANCE | EMPLOYEE BENEFITS

Payroll Specialist

Position Focus:

- Maximizes agency revenue while minimizing expenses through time saving job functions for payroll processing and their related journal entries
- Posts entries to the general ledger for all bi-monthly employee payrolls including related taxes and employee benefits
- Utilizes ADP Workforce Now to process Lawley Agency employee payroll and serves as backup to Lawley Service employee payroll processing for the Payroll and Benefits Coordinator
- Works closely with the Payroll Coordinator to ensure completion of staffing reports, ACA reporting, 401k Audit, United Way enrollment, and processing open enrollment and new hire benefit enrollments and changes
- Review Employee Time and Expense Reports for compliance to policy per the Associate Handbook, process Employee Reimbursements utilizing the ADP system
- Support all Lawley initiatives as requested, guided by company values, sales culture, business needs, and scorecard

Successful candidates possess:

- Associates degree or equivalent experience
- Minimum of 3-5 years in a similar or related position
- Working knowledge of ADP Workforce Now
- General accounting and bookkeeping knowledge
- Ability to learn a systematic approach to accounting and to follow the approach without direction
- MS Word and Excel proficiency are a must! Experience with advanced Excel functions desired.
- Ability to work well independently and on a team
- Incredible attention to detail and organizational skills
- Ability to learn quickly, expand tasks to create meaning, and develop knowledge through experience
- Positive attitude, even in a fast paced environment
- A passion to make customers and coworkers feel important and valued
- Capability to work quickly and efficiently
- Dependability and ability to exercise confidentiality
- Precise communication skills, even under time constraints

What's in it for you? *The Lawley Advantage!*

- Competitive salary, referral bonuses **AND** an annual bonus eligibility
- Great Benefits (Medical, Dental, Vision, Wellness-- the works!)
- Educational and growth opportunities
- Generous PTO and 401K upon hire
- Comfortable, family oriented culture
- Office hours 8-4:30
- Lawley is not a call center environment
- Work hard, play hard!!!



Lawley provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics.