



Job Description

The Role: PAYROLL SPECIALIST

The Payroll Specialist for Smashburger will assist in all aspects of payroll, including collection, calculating, entering and analyzing data. This is a great opportunity for an experience payroll professional to work for a growing restaurant company in a dynamic and exciting environment.

RESPONSIBILITIES:

- Maintains payroll information by collecting, calculating, and entering data.
- Adhere to strict confidentiality standards
- Updates payroll records by entering changes in exemptions, insurance coverage, savings deductions, and job title and department/division transfers.
- Prepares reports by compiling summaries of earnings, taxes, deductions, leave, disability, and nontaxable wages.
- Determines payroll liabilities by calculating employee federal and state income and social security taxes and employer's social security, unemployment, and workers compensation payments.
- Resolves payroll discrepancies by collecting and analyzing information.
- Provides payroll information by answering questions and requests.
- Maintains payroll operations by following policies and procedures; reporting needed changes.
- Maintains employee confidence and protects payroll operations by keeping information confidential.
- Contributes to team effort by accomplishing related results as needed.

MINIMUM QUALIFICATIONS OF CANDIDATE:

EXPERIENCE:

- 2+ years of specific payroll experience required
- Relevant industry experience, franchisor or restaurant or retail industry preferred
- Successful project and time management
- Excellent time management and organization skills as well as a professional attitude required.
- Ability to meet strict deadlines and prioritize
- Must have excellent Excel skills
- Experience with ADP payroll system, preferred

CHARACTERISTICS:

- Must have EXCELLENT math skills and be able to pass a quantitative skills test
- Self-starter
- Ability to problem solve and think outside of the box
- Willing to work 40-45 hours/week as required
- Work requires professional written and verbal communication as well as great interpersonal skills.
- Customer focused (i.e. generating accurate and timely results and effectively and timely communicating to customers, co-workers and management)

EDUCATION:

- Bachelors or associates degree preferred