



Payroll Specialist (Part-time)

All Things HR, LLC, an outsourced human resource consulting firm is searching for a part-time **Payroll Specialist**. The Payroll Specialist is responsible for all areas of payroll processing for ATHR and assigned clients. Using the client's payroll system, the Payroll Specialist will timely and accurately process multiple payrolls according to established client schedules and processes.

This is a part-time position, and the hours will range between 10 – 15 hours a week, with the potential of increasing over time as we grow our outsourced payroll services. This position is ideal for an experienced payroll specialist who enjoys processing payroll for multiple clients within a variety of industries. This position offers flexibility with your schedule. **This position works primarily remote, but only candidates in the Greater Seattle area will be considered due to the occasional need to visit our Lynnwood office.**

Key Responsibilities of the Payroll Specialist:

- Process payroll for multiple clients using their payroll system and adhering to their payroll cycle and process.
- Establish and maintain a positive working relationship with clients.
- Obtain all payroll data from clients including hours, salary adjustments, special payments, tax allocations, employee deductions etc.
- Data entry or import of time detail into system. Review all information for completeness and accuracy. Report any potential issues to clients.
- Process new hire data, changes and terminations into payroll system.
- Calculate payroll deductions as necessary, following all state and federal guidelines.
- Complete and balance pay period, monthly, quarterly and annual reports as needed to ensure client information stays consistently in balance.
- Maintain client files electronically. Ensure confidentiality and security of all client's employee information.
- Perform other payroll and HR related duties as needed.

We are looking for a Payroll Specialist who is:

- Interested in Part-Time employment (hours can vary).
- A minimum of five years of experience in payroll processing for companies with various sizes including hourly, salaried, and commission payroll and processing monthly and annual bonuses.
- Demonstrated knowledge of payroll rules, regulations, guidelines, as well as State and Federal wage and hour laws.
- Experience with Paylocity required. PayNorthwest and/or other payroll systems preferred.
- Proficient in using Microsoft Word and Excel.
- Excellent customer service skills, including analyzing, researching, and solving customer issues.
- Professional communication skills, both verbal and written.
- High attention to detail and accuracy.
- Able to work with sensitive information confidentially.
- Organized and deadline driven.

Benefits of working at All Things HR:

All Things HR offers competitive compensation and benefits including medical and dental benefits, paid vacation/sick time, holiday pay, community service pay, Simple IRA, and Professional training. Employees must meet certain weekly hours to be eligible for some of these benefits.

To learn more about ATHR, go to <https://allthings-hr.com/>.

If you are an experienced Payroll Specialist and this opportunity intrigues you, submit your cover letter, resume and hourly requirements to jobs@allthings-hr.com.