Payroll Administrator

Akron, OH

BH Solutions Group is an Executive Recruiting and Consulting firm located in Akron, OH.

Currently seeking a Payroll Administrator who will assist with the preparation and process of weekly payrolls. The Payroll Administrator must have a history of exceptional attention to detail, problem solving, and excellent service support.

Responsibilities for the Payroll Administrator

* Prepare weekly payroll for 150+ employees
* Ensure effective and efficient payment to all employees
* Manage direct deposits, benefit withholding, payroll deductions, and PTO deductions
* Answer all questions relating to employee’s payments as needed
* Develop and administer the organization’s payroll procedures

Requirements for the Payroll Administrator

* High School Diploma is required
* Certified Payroll Professional (CPP) is required
* Minimum of two years’ experience processing payroll for 150+ee’s is required
* Attention to detail
* Strong time management and organizational skills.
* Accounting and mathematical reasoning skills in order to calculate deductions and for problem solving.
* Proficient computer skills
* Ability to work well under pressure
* Problem solving skills and the ability to work through root cause analysis in payroll and system issues
* Ability to communicate effectively with employees at all levels

Company offers a competitive benefits package that includes Medical, Vision, Dental, and 401K match after one year; Three (3) weeks PTO; paid holidays. Ability to earn a bonus of 2.5% of base salary per quarter. Position will reside in corporate office with some WFH flexibility.