

Payroll Specialist Job Description

Team Objective

As of 2022, WCG Inc. is a mid-size tax and accounting firm with 5 partners, about 48 employees and \$7.1M in revenue located in Colorado Springs and Englewood, plus our new Mitchell, South Dakota office. We primarily engage with small business owners (S Corps, Partnerships, PCs) and complex individual tax preparation. We take a consultative approach to our client engagements by offering routine consultation and a strong focus on planning and business advisory services.

The Payroll Processing team is part of the Accounting Services Team. WCG defines Accounting Services as Bookkeeping + Analysis and is an incredible value to the client from accurate financial and tax reporting to real-time tax planning and decision-making.

A Payroll Specialist I is primarily responsible for assisting other team members and the Accounting Services Manager with basic functions of the payroll department using ADP, Paychex, or Gusto, our payroll processing engines. Other duties are detailed below.

Basics

- ▲ 2+ years full-cycle payroll experience working in a public accounting firm preferred.
- ▲ Experience with paperless office environments and workflow management tools.
- ▲ Associate's or bachelor's degree in business or accounting preferred.
- ▲ General payroll knowledge, including but not limited to, Federal and State tax and wage laws.
- ▲ \$58,000 to \$72,000 total compensation. Bonuses, if offered, are considered in addition to total compensation.
- ▲ Bonuses are subjectively determined and based on qualitative intangibles.

Locations

- ▲ 2393 Flying Horse Club Drive, Colorado Springs, CO 80921
- ▲ 9200 East Mineral Avenue, Centennial, CO 80112
- ▲ 300 North Main Street, Mitchell, SD 57301

Payroll Specialist Job Duties

You will be working directly with other Payroll Specialists, Accounting Services, Client Support, Tax Accountants, Tax Managers and Partners. Your duties include-

- ▲ Setting up payroll accounts for clients,

- ▲ Processing payrolls on varying cadences with varying employee counts,
- ▲ Generating and providing pay stubs and payroll details, including W-2s, to clients,
- ▲ Granting client access to ADP accounts and assisting them with access, document retrievals, etc.,
- ▲ Supplying requested reports from ADP to clients' portals,
- ▲ Filing information provided by clients and notifying fellow team members of receipt,
- ▲ Connecting with clients to gather missing information necessary to run or update payroll,
- ▲ Resolving payroll notices and other payroll issues, and monitoring resolution performed by others such as our payroll processing engines,
- ▲ Answering client phone calls and emails, filing, and organizing electronic documents,
- ▲ Assisting to keep the workflow moving, and
- ▲ Other tasks related to accounting, taxes, and consultation.

All salaried positions must work 2,000 hours annually / 12-month trailing period. See attached projected hour table by week as an example. Holidays and other office closures count towards the 2,000 hours (e.g., Thanksgiving would contribute 8 hours towards the 2,000-hour requirement). PTO and other employee-requested leaves do not count towards the 2,000-hour requirement.

Career Path

Since payroll processing is considered an Accounting Services subfunction, the career path for Payroll Specialist includes Accounting Services, and Accounting Services Supervisor, Manager and Director.

Payroll Specialists can easily transition to tax preparation or accounting services. Many people simply enjoy processing payroll while others want to explore other options. WCG does not limit any employee who wants to grow and develop, and eventually find their career path.

How to Apply

Please visit our website for current openings, company-paid benefits, a description of who we are and the “how do I get this cool gig?” series of steps-

wcginc.com/jobs

You can also use the link below to apply directly:

<https://wcginc.formstack.com/forms/career>