

Client Payroll Specialist

Wise Consulting Associates is a human resources and payroll technology consulting firm headquartered in Hunt Valley, Maryland, with an office in Columbia, Maryland. We are a consulting firm with an outstanding reputation for our Payroll/HR compliance and process knowledge and use of technology to support these efforts.

A leader in implementing and using technology to support Human resources and Payroll Management, Wise partners with leading vendors to bring outstanding knowledge and experience to clients implementing their solution. Since our founding in 1996, these vendor partnerships include Ultimate Software, Ceridian, and, since 2008, Workday. At Wise Consulting, high performers are valued and rewarded. Our corporate culture encourages continuous learning, open communication, trust, and teamwork. We firmly believe that when individuals succeed, the organization as a whole succeeds.

We are growing, and have a unique opportunity in our Managed Payroll services division. We are currently looking for an experienced Client Payroll Specialist to administer and process payrolls for our top clients. These client organizations range in size from 900 to 16,000 employees.

The successful incumbent will:

- Provide expert payroll administration and customer service to achieve accurate payroll results.
- Assess client payroll practices and define areas for improvement (including improved system utilization, user training needs, and/or process improvement/best practices).
- Document proper procedures for payroll processing, with workflow diagrams.
- Perform all audit/reconciliation tasks to ensure accurate and timely payroll results.
- Create reports using client payroll software and/or common Microsoft products (Excel, Access, etc.).
- Provide assistance on pay rules definition and system configuration / maintenance.

Minimum requirements

- Strong payroll experience required, as demonstrated through work history
- CPP/FPC preferred
- Strong attention to detail
- Strong interpersonal skills/customer service attitude with ability to communicate effectively
- Flexibility (some travel may be required)

If you are a self-starter, like variety, are a dedicated professional with a passion for quality service, and you meet the qualifications highlighted above, please email your resume and current salary to careers@WiseConsulting.com. Wise is committed to equal employment opportunity.