



5840 Allin Road, Suite B
PO Box 271
Prince George, VA 23875
Phone: (804) 733-0933
Fax: (804) 733-0935
Visit us on the web: www.jlmiva.com

JOB TITLE:	Payroll Specialist (Part-time)	JOB LOCATION:	Prince George, VA
POSITION REQUIREMENTS:			
<ul style="list-style-type: none">• Knowledge of accounting principles• Prior experience with payroll• Some college preferred• Proficient in Microsoft Office• Excellent oral and written communication skills• Deltek experience preferred but not required• Paychex experience preferred but not required• Knowledge of multi-state tax laws as they pertain to withholding			
POSITION RESPONSIBILITIES:			
<ul style="list-style-type: none">• Verify time sheets in Deltek for accuracy.• Preparing and processing payroll.• Review payroll for accuracy once received from Paychex.• Ensuring employee changes are entered correctly and made on a timely basis in Paychex; reviewing changes for proper authorization and ensuring corporate policies are in accordance with federal, state and local tax codes.• Researching and resolving payroll problems and processing errors.• Partnering with HR staff to ensure responsive resolution of employee payroll issues/inquiries.• Providing support to employees and managers in answering payroll related questions on an as need basis.• Coordinate efforts between Payroll, Human Resources, Accounting and other departments to ensure proper flow and maintenance of employee data.• Distribute live payroll checks when necessary			