

Payroll & Benefits Administrator- Phoenix, AZ

[Send resumes to ke@southwestrecruiting.com](mailto:ke@southwestrecruiting.com)

Job Overview/Summary

We are looking for a Payroll and Benefits Administrator for a busy Phoenix-based office. The position is full time.

Do you thrive in a fast-paced work environment? Do you love being able to help people with various payroll and benefits-related requests? Are you a highly detail-oriented person? Have you processed payroll and benefits for a multi-state employer? If you've answered "yes" to all of these questions, then please read on....

The person in this role will, among other duties, be the main point of contact for staff with regards to all payroll matters and general benefits admin requests. Bi-weekly processing of multi-state payrolls for salaried, non-salaried and commissioned staff, knowledge of payroll laws and regulations, experience auditing benefits bills, administering all staff onboarding, working closely with our finance team, tremendous people team, and all levels of staff are essential roles of this job. Experience with implementing and administering paperless systems is a plus. Ability to multitask is a necessity in this role. And because this person uses high end systems, comfort and knowledge of associated computer software systems is vital to success in this position.

Technical skills required:

Knowledge of MS Office Outlook, superior knowledge of Excel, experience with HRIS/Payroll systems such as Ultipro required. Very strong computer skills are required to be successful in this role.

Experience level:

5+ years of relevant work experience running multi-state payroll.

Educational requirements:

Bachelor's degree in accounting, finance or human resources preferred. CPP certification strongly preferred.

Southwest Recruiting Services

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