

Gensler

Payroll Specialist - US

Gensler is a global architecture and design firm grounded in the belief that design strategy optimizes business performance and human potential. Our 5,000+ practitioners networked across 46 offices use global perspective and local presence to innovate at every scale. Whether we are refreshing a retailer's brand, planning a new urban district, or designing a super tall building, we strive to make the everyday places people occupy more inspiring, more resilient, and more impactful.

G Your Role

The Payroll Specialist is responsible for ensuring the timely and accurate payroll processing for the Regional payrolls based in the United States.

G What You Will Do

The primary key responsibility of this position is to process bi-weekly multi-state payroll accurately and timely for staff in the defined Regions above by partnering with local HR Business Partners and contracted local payroll providers. Secondly, this position is expected to provide superior customer service to all level of staff, and external vendors by responding to inquiries on a timely basis. Other duties include (but are not limited to):

- Process June and December bonuses
- Prepare off cycle payments as needed for terminations or other special payments.
- Prepare data for reporting requirements.
- Participate on project work as needed to support business process improvements, process changes, interfaces, etc.
- Perform Month/Quarter/Year End activities
- Reviews, analyzes and verifies payroll reports and documents for accuracy; makes necessary adjustments or corrections using established procedures
- Researches and interprets a variety of technical transactions in response to inquiries
- Authorizes, reviews and/or may enter payroll transactions and related data
- Audit, calculate and process one-time and recurring payroll data such as bonus, reimbursements, vacation time, insurance, 401(k) deductions and other supplemental wages.
- Research and promptly resolve employee/client/system issues, requests and inquiries.
- Establish and maintain a positive working relationship with internal team and clients to promote a quality service image.
- Reviews the data about new hires / payroll files, documentation for the employee and personnel files, ensures the personnel folders are updated and accurate

G Your Qualifications

Possess a clear understanding of payroll procedures, pension plans, tax regulations and jurisdiction requirements for all states in which Gensler pays staff

Required:

- Accounting, Finance or related degree or equivalent combination of relevant coursework and experience
- Must have recent ADP Vantage/Workforce experience
- 2+ years payroll processing experience
- Experience processing multi-state payroll
- Strong working knowledge of applicable federal, state, and local wage and tax laws and compliance requirements
- Proven ability to provide timely customer service
- Excellent written, oral, and presentation communication skills.
- Strong analytical, organizational and time management skills
- Maintain confidentiality, exercise discretion and professionalism with sensitive information
- Ability to work a flexible schedule to accommodate changing priorities and payroll deadline requirements
- Able to quickly adapt to changes
- Ability to work independently and with minimal guidance.
- Strong work ethic and team player

Preferred:

- Workday experience
- CPP or FPC designation

Life at Gensler

At Gensler, we are as committed to enjoying life as we are to delivering best-in-class design. From curated art exhibits to internal design competitions to “Well-being Week,” our offices reflect our people’s diverse interests.

We encourage every person at Gensler to lead a healthy and balanced life. Our comprehensive benefits include medical, dental, vision, disability, wellness programs, flex spending, paid holidays, and paid time off. We also offer a 401k, profit sharing, employee stock ownership, and twice annual bonus opportunities.

As part of the firm’s commitment to licensure and professional development, Gensler offers reimbursement for certain professional licenses and associated renewals and exam fees. In addition, we reimburse tuition for certain eligible programs or classes. We view our professional development programs as strategic investments in our future.

Gensler is an Equal Opportunity Employer and participant in the U.S. Federal E-Verify program. Women, minorities, individuals with disabilities and protected veterans are encouraged to apply. Gensler will consider qualified applicants with criminal histories in a manner consistent with the San Francisco Fair Chance Ordinance.

Please apply at

<https://chk.tbe.taleo.net/chk06/ats/careers/v2/applyRequisition?org=GENSLER&cws=44&rid=13642>