

Payroll Specialist Job Description

Team Objective

As of January 2024, **WCG CPAs & Advisors** is a mid-size tax and accounting firm with 7 partners, about 58 associates and \$8.4M in revenue located in Colorado Springs, Colorado and Mitchell, South Dakota. 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. Currently, WCG has 3 full-time permanent payroll specialists plus the Accounting Services Director.

A Payroll Specialist is primarily responsible for assisting other team members and the Accounting Services Manager with basic functions of the payroll department using ADP our payroll processing engine. We currently process payroll for over 800 businesses with about 75% being one-person S Corporations.

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.
- ▲ \$76,000 to \$90,000 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
- ▲ 300 North Main Street, Mitchell, SD 57301
- ▲ Remote location as a new hire is available.

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-

- ▲ Guiding WCG along the path of success,
- ▲ Promoting WCG culture, and encouraging excellence and high team morale,
- ▲ Developing and implementing WCG goals, procedures, and policies in coordination with other Partners, Directors, Managers, and employees,
- ▲ Providing feedback, concerns and recommendations to WCG leadership to continuously evolve Payroll into a better service line,
- ▲ Setting up payroll accounts for clients,
- ▲ Processing payrolls on varying cadences with varying employee counts (although we are continuously pushing for Friday paydays on a bi-weekly cadence),
- ▲ 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.,
- ▲ 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. Holidays and other office closures count towards the 2,000 hours (e.g., Thanksgiving would contribute 8 hours towards the 2,000-hour requirement). Currently, WCG has firmwide closures including 7 holidays of about 4 weeks per year. 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>