Payroll Coordinator/Office Manager
Available: Immediately

Esmer PS provides payroll, tax and a myriad of business solutions to a range of private and public sector clients. We are seeking a Payroll Coordinator/Office Manager to support our Government Services Division and growing private sector businesses.

Job Description:

The Payroll Coordinator/Office Manager is an entry-level payroll and office management position. Individual will be responsible for processing medium complexity payrolls for multiple government sector and privately owned business clients, maintaining client and employee records, and ensuring the payroll information is collected, entered, processed, and verified. Additionally, this position will support the management of our Rahway, NJ, office.

Job Functions:

- Day-to-day payroll management of multiple clients.
- Accurately calculate payroll in accordance with federal, state, local, and union contracts.
- Maintain confidential records efficiently and digitally.
- Serve as a first point of contact for clients and answer payroll inquiries and address concerns.
- Ensure that payroll is processed and payroll checks prepared in an accurate and timely manner.
- Continually expand knowledge of IT solutions and develop strategies to build efficiencies.
- Process stop payments, reversals, voids, and other payroll adjustments as needed; research and resolve any discrepancies.
- Manage projects remotely emphasizing efficiency and excellent client service.
- Perform other related duties as required and assigned.
- Actively document and improve processes and procedures.
- Day-to-day management and upkeep of the Rahway, NJ office with operating hours of 8:30 am to 5pm Monday through Friday.
- Overtime may be required based on client needs and deadlines.
- Limited travel within NJ may be required.

Skills/Qualifications:

- A minimum of an Associate's Degree, Bachelor’s preferred in accounting or business.
- Prior payroll experience is beneficial, but not required.
- Excellent computer skills, including Microsoft Word, Excel and Adobe Acrobat.
- Ability to quickly learn and manage a variety of complex computer systems and software.
- Must possess the ability to communicate and listen effectively. Team-oriented.
- Must be highly organized and detail oriented.
- Excellent customer service and problem solving skills
- Must demonstrate use of sound judgment and maintain confidential information.
- Focus on quality, education and continual process improvement.
Esmer Candidate Expectations:
- Commitment to excellence
- Willingness to actively document and improve the policies, procedure, and training methods of the work they perform
- Willingness to actively report issues and ideas that can improve the company
- Willingness to actively resolve issues and implement ideas
- Willingness to help develop and implement the Company’s strategic plan
- Willingness to have a learning plan

To Apply:
Send a cover letter and resume to the Human Resource Department at EsmerHR@gmail.com.