



# Action Day Primary Plus

PRIVATE INFANT CARE · PRESCHOOL · ELEMENTARY · MIDDLE SCHOOL

## ***Payroll Specialist***

For over 52 years, Action Day/Primary Plus Schools have proven to be steadfast leaders in the Bay Area's private education and childcare industry. We pride ourselves on providing each child with quality care rooted in dedication and enthusiasm for their individual growth and development. We recognize the essential foundation of any school is its staff. To accommodate our thriving centers, we are seeking creative, positive, nurturing individuals to uphold our reputation of excellence. Join our team!

The Payroll Specialist will be based out of their San Jose Corporate office. Reporting to the Accounting Manager and Director of Corporate Services, you will be responsible for managing all aspects of payroll administration, be the liaison between school directors and ADP, and analyze and develop efficient processes. In addition, this position will provide accounting support to our finance team and assist with office management duties. This is an opportunity in a highly collaborative and rewarding environment.

### **About the role:**

As Payroll Specialist, you will be responsible for:

- Process and close semi-monthly payroll
- Review timecards for each location
- Resolve payroll discrepancies by collecting and analyzing information
- Update paper and electronic payroll records by entering adjustments on pay rates, employee status changes etc.
- Enter garnishments and payroll deductions
- Maintain professional communication with coworkers and respond to internal correspondence in a timely and professional manner.
- Produce periodic payroll reports as needed for benefit calculations and reconciliations
- Assist Accounting Manager with various tasks, including entering accounts payables
- Perform miscellaneous office duties such as filing, supply orders, and others as requested

### **Requirements:**

Ideal Candidate will have:

- Bachelor's degree in a related field, or pursuing
- Minimum 2 years of experience in Payroll Administration
- Proficient in ADP, Excel, and QuickBooks
- Ability to perform mathematical computations accurately and quickly.
- Strong attention to detail with well-honed organizational skills
- Excellent verbal and written communication skills
- A "Get It Done" attitude along with being a team player
- An ability to prioritize work and complete tasks with quick turnaround times.
- Passion for Education is a plus

### **What you will get:**

- Medical, Dental and Vision
- Childcare and Private Education Discount
- 401k
- FSA (Flexible Spending Account)
- Paid holidays/Vacation Time/Sick Time
- Long Term Disability
- Life Insurance
- Credit Union Membership

**Apply by sending your resume to [beckie@actiondayprimaryplus.com](mailto:beckie@actiondayprimaryplus.com)**