

## Pay/Bill Specialist

America (virtual)

The Pay/Bill Specialist is responsible for entering reported time for payroll processing. They are responsible for ensuring that payroll is processed, timely and accurately. In addition, they are responsible for responding, and resolving payroll and billing inquiries, and issues.

### What you'll get to do:

- Collect, review and input employee and sub-vendor time and expenses for assigned clients base across all pay cycles (weekly, bi-weekly, semi-monthly, monthly) and entities
- Ensure that payroll is processed in a timely manner with a high level of accuracy
- Ensure all PWP or Net terms payroll are entered and paid when due
- Track and follow-up on any stop-payments and/or rejections alongside calculating any required pay adjustments
- Ensure that employee and sub-vendor payroll and account records are up to date and where required, administer rate changes, garnishments and other updates related to employee and/or sub-vendor records
- Review and respond to payroll related inquiries from employees, sub-vendors, and clients
- Coordinate with HR and finance teams to carry-out payroll processing and to address changes in a timely manner
- Make sure payroll entries are correctly entered and exported for payroll processing
- Collect VMS/MSP time entry and enter for pay & billing
- Manage client and segment specific pay & bill entries, including, regularly updating necessary client payment trackers, entering received time into the appropriate payroll system, preparing and submitting invoice entries into client portal(s) and/or using client specific invoice templates
- Act as the primary point of contact for specified clients, completing the necessary follow-up to ensure that payments are received in a timely fashion, and escalate any concerns or delinquent accounts to collections departments and/or management, as needed
- Provide monthly accrual pay & bill amounts for unbilled or late time
- Maintain strong customer service for all clients and employees/sub-vendors

### Skills and experience we value:

- Post-secondary diploma or degree in finance, accounting and/or payroll
- Minimum of two (2) years related experience is required.
- Experience with international payroll a plus, but not required.
- PCP or similar designation is considered an asset.
- Superior communication skills, both verbal and written
- Ability to prioritize with exceptional time management skills to produce results in a fast-paced and dynamic environment
- Proficient Microsoft Office skills (specifically Excel, Word, Outlook)
- Professional manner and customer service focus
- Able to thrive both independently and in a team environment



### Benefits and location:

- The salary range is \$52,000-\$55,000 plus bonus potential
- Paid vacation, sick days, and holidays
- Medical, dental, and vision insurance
- 401(k) retirement plan
- Voluntary life insurance
- Flexible Work Program (work from home and hybrid options)
- Many more ancillary benefits

### How to apply:

Send your cover letter and resume to [recruiter@people20.com](mailto:recruiter@people20.com) and reference the job title and location.

### About People2.0

People2.0 is the world's leading enabler of global, mobile, flexible, and remote work arrangements. The company's employer of record (EOR) and agent of record (AOR) establishments around the world create a unique global ecosystem within which talent suppliers can engage any category of worker in any work arrangement, anywhere, while independently working professionals have access to business support services and portable benefits. Global workforce deployment is facilitated through a single master services agreement and one point of contact. Visit [People20.com](https://People20.com).

People2.0 is committed to providing equal employment opportunities to all associates and applicants without regard to race, color, national origin or ancestry, citizenship status, religion, sex (including pregnancy, lactation, childbirth or related medical conditions), sexual orientation, physical or mental disability, age, veteran status, uniformed servicemember status, gender identity, genetic information (including testing and characteristics) and any other characteristic prohibited by federal, state or local law. Our commitment to equal opportunity employment applies to all persons involved in our operations and prohibits unlawful discrimination by any employee, including supervisors and co-workers.

In furtherance of this commitment, the Company is committed to providing a work environment that is free of prohibited harassment. As a result, the Company strictly prohibits sexual harassment and harassment against applicant and employees based on any legally recognized status, as defined above, or any other status protected by federal, state, or local laws.