

Pay/Bill Specialist

Americas (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 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 Flex 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
- 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:

- Eligible for variable compensation plan based on performance and company goals
- Paid vacation, sick days, and holidays
- Healthcare insurance
- Retirement plan
- Many more ancillary benefits

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