



PR/087449 | Payroll Specialist

募集職種

人材紹介会社

JAC Recruitment USA

求人ID

1599981

業種

レストラン・フードサービス

雇用形態

正社員

勤務地

アメリカ合衆国

給与

経験考慮の上、応相談

更新日

2026年07月10日 12:00

応募必要条件

職務経験

3年以上

キャリアレベル

中途経験者レベル

英語レベル

流暢

日本語レベル

無し

最終学歴

短大卒：準学士号

現在のビザ

日本での就労許可は必要ありません

募集要項

POSITION SUMMARY

The Payroll Specialist manages end-to-end biweekly payroll for 1,000+ employees across the U.S. and Canada, ensuring accuracy, compliance, and effective collaboration with HR and Finance while serving as a Dayforce payroll SME.

RESPONSIBILITIES

- Process biweekly payroll for 1,000+ employees across multiple U.S. states and Canadian provinces.
- Ensure payroll compliance with U.S. federal, state, and local regulations, as well as Canadian federal and provincial requirements.
- Review, reconcile, and resolve timesheet issues in partnership with managers prior to each payroll run.
- Accurately calculate wages, overtime, bonuses, commissions, retro pay, deductions, and payroll adjustments.
- Maintain and update employee payroll and HR records, including new hires, terminations, transfers, and pay changes.
- Manage end-to-end payroll processing, including off-cycle payrolls, benefit deductions, garnishments, and direct deposits.
- Serve as the primary point of contact for employee payroll inquiries and issue resolution.
- Act as the Dayforce payroll SME, supporting system updates, reporting, audits, reconciliations, and year-end activities (W-2s, T4s).

QUALIFICATIONS

- Strong working knowledge of U.S. federal, state, and local payroll laws, including multi-state payroll compliance (California experience strongly preferred).
- Minimum of 3 years of hands-on experience with Dayforce, including Payroll and Workforce Management (WFM) modules.
- Proven ability to process high-volume payroll accurately and efficiently, with strong attention to detail.
- Excellent organizational, analytical, and problem-solving skills, with the ability to meet strict payroll deadlines.
- Strong communication and interpersonal skills, with the ability to work effectively with employees, managers, and cross-functional teams while handling confidential information with discretion.
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PREFERRED QUALIFICATIONS

- Familiarity with prevailing wage regulations.
- Bilingual in Spanish is a plus.

LOCATION Santa Fe Springs, CA

EMPLOYMENT TYPE Full-Time

SALARY USD 35.00 - 41.00

BENEFITS

- Life & accident insurance
- Pet Insurance
- 401(k) with company matching
- Paid time off
- Wellness program and EAP assistance and much more!

#LI-JACUS #LI-US #countryUS

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会社説明