ASURINT
VERIFY EVERY HIRE

JOB DESCRIPTION
Payroll and Benefits Specialist

ABOUT ASURINT

Asurint is building the leading technology company in Cleveland, Ohio. Our proprietary platforms and technologies create comprehensive background screening services that meet the needs of businesses and government entities. Our efficient turnaround time, accuracy, pricing, and compliance distinguish us as leaders in the market.

Guided by our values, we thrive in an environment where collaboration and openness are the norm. We believe that innovation is powered by perspective and intellectual curiosity. We believe servant leadership, teamwork, and respect for each other lead to superior results. We invest in our people through learning and development and ensure appropriate support systems exist for advancement and growth. We focus relentlessly on the customer to provide world class product and support

Summary of Position

The ideal candidate must have a strong customer service orientation, be detail oriented and understand the importance of payroll, employee benefits programs, 401k and compliance programs. In addition, you will be responsible for auditing inputs and the integrity of the data. We are passionate, and results driven but down-to-earth. We believe in excellence in all we do and accept nothing less. You will be successful in this role because you are passionate about ensuring team members have support and benefits they need and the company is protected through your efforts complying with state and federal labor policies.

Key Responsibilities

- Process semi-monthly payroll for approximately 300 employees (exempt and non-exempt); review and ensure accuracy of payroll register
- Updates or processes payroll records, entering terminations, changes in job title, benefit elections, compensation, department transfers, etc.
- Review and auditing of timecards in timekeeping system.
- Process or research wage garnishments
- Calculate special payroll checks routinely and/or on demand (i.e., termination pay, severance, etc.)
- Review monthly invoices with benefit providers.
- Reconciliation of parking, payroll file before submission, and benefits
- Prepare and upload employee and employer benefit contributions.
- Prepares reports by compiling summaries of earnings, taxes, deductions, benefits and nontaxable wages.
- Administer FMLA and short-term disability process
- Assist staff with general questions related to payroll, benefits, and other pay related issues.
- Understand taxation of employee/employer paid benefits.
- Provide analytical support for the design and administration of various types of compensation programs including merit and variable pay plans

- Performs market pricing for positions to assign grade and salary level based on external market data and internal equity. Recommends exemption status and title to align with organizational hierarchy.
- Assess and provide compensation recommendations for job offers extended within specific functions, including salary, sign-on bonuses, and equity buy-outs.
- Supports job studies, external and internal salary analyses, and delivery of internal client compensation training.
- Work closely with leadership to develop compensation plans.
- Maintain confidentiality of employee information.
- Other administrative tasks as assigned.

Requirements

- Bachelor's Degree preferred
- 2+ years of Compensation and Payroll/Benefits experience
- Knowledge of federal, state, local and labor taxes/laws
- Ability to multi-task in a fast-paced environment with changing priorities
- Experience compiling reports on payroll, personnel information, deductions, research, producing special reports and ad-hoc payroll reports
- Working knowledge of payroll policies and procedures ensuring company is in compliance with federal, state, and local agencies.
- Excellent attention to detail.
- Strong verbal and written communications skills.

Benefits

In exchange for your unique abilities, perspectives & teamwork, ASURINT offers an excellent benefits package which includes:

- Competitive salary
- 401K
- Onsite Gym access
- Medical/Dental & Vision effective first day of employment
- Short & Long-Term Disability
- Flexible Spending Accounts
- Open Time Off & eight company paid holidays
- Business Casual Attire
- Employee Referral Bonus

*Asurint is an EEOC Employer