**Bryan Health-Payroll Analyst**

The Payroll Analyst is responsible for the payroll calculation process using the current system and for timely filing of payroll tax filings for various states. Serves as the main point of contact for system analysis, troubleshooting, enhancements, interfaces, bank files and testing upgrades related to the current payroll system, as well as understanding compliance of federal and state regulations as they relate to payroll taxes, and wage and hour law. This position collaborates with Information Technology (IT), Human Resources (HR), Benefits and Accounting teams to review cross-department impact of data and reconciliations and to implement changes to pay code practices. Prepares custom reports using report-writer, queries, Excel lookup and pivot functions to meet needs of internal customers and external auditors.

PRINCIPAL JOB FUNCTIONS:

1. \*Commits to the mission, vision, beliefs and consistently demonstrates our core values.
2. \*Completes the payroll calculation process using the current system for six different entities and for payroll tax filings for various states on a biweekly, monthly, quarterly, and annual basis.
3. \*Researches and analyzes payroll errors related to the current system and recommends fixes.
4. \*Responsible for maintenance of current payroll system and tax software and serves as the main point of contact for system analysis, troubleshooting, enhancements, interfaces, bank files and upgrades related to the current payroll system.
5. \*Collaborates with HR, Benefits, IT, and other areas to establish and implement changes to pay codes, practices and to review cross-department impact of data and reconciliations; including reconciliation of payroll and promissory notes with the general ledger in Accounting.
6. \*Prepares custom reports using report-writer, queries, Excel lookup functions and pivot tables to report, validate data, and upload mass data for both pay period processing and payroll system deduction records for multiple employees. Also, prepares custom reports for external auditors (Accounting – external audit), Benefits (external 401k audit), and Worker’s Compensation insurance (State of Nebraska). Prepares manual checks, as needed.
7. \*Files all payroll related governmental returns and tax deposits per deadlines.
8. \*Point of contact for testing computer software installation projects for time and attendance, and payroll related systems.
9. \*Reviews the accuracy of all payroll records, payroll registers, labor distributions and other reports generated by payroll systems, and corrects reports as assigned.
10. \*Reviews and ensures the accuracy of time and attendance interfaces into the payroll system, and the payroll system into the general ledger; reconciles payroll and benefit account balances.
11. \*Calculates and prepares journal entries as needed.
12. \*Processes requests for employee payroll manual checks.
13. \*Maintains time and attendance records.
14. \*Posts and maintains employee W-4 and Direct Deposit information.
15. \*Maintains, reconciles, and processes payment vouchers for payment to internal and/or external vendors.
16. Performs other related duties as assigned.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

1. Knowledge of payroll processing and tax regulations.
2. Knowledge of computer hardware equipment and software applications relevant to work functions.
3. Knowledge of data management principles and practices including report-writing creation and management.
4. Ability to apply strong quantitative and analytic skills.
5. Skill in communicating pay information and payroll requirements to others with varying degrees of knowledge and understanding.
6. Ability to analyze discrepancies/problems, interpret regulations and make recommendations based on established precedent or guidelines.
7. Ability to prioritize work demands and work with minimal supervision.
8. Ability to communicate effectively both verbally and in writing.
9. Ability to maintain confidentiality relevant to sensitive information.
10. Ability to establish and maintain effective working relationships with all levels of personnel, medical staff, volunteer and ancillary departments.
11. Ability to work effectively with frequent deadlines and conflicting priorities.

EDUCATION AND EXPERIENCE:

Associates degree in accounting or equivalent related experience required. Bachelor’s degree preferred. Minimum of four (4) years payroll experience in a comparable size and type of facility.

OTHER CREDENTIALS / CERTIFICATIONS:

Certified Payroll Professional (CPP) preferred.