**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. Along with other team members, serves as a 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. This position will also prepare custom reports using report-writer, queries, Excel lookup and pivot functions to meet needs of internal customers and external auditors.

**YOU WOULD BE GREAT FOR THIS POSITION IF YOU…**

* Enjoy researching and analyzing processes and recommending system improvements.
* Are able to quickly establish professional relationships and enjoy collaboration with other departments like HR, Benefits, IT and other areas that are involved in the payroll process.
* Have the ability and love for preparing reports, utilizing queries, setting pivot tables, and validating data.
* Take pride in being the point of contact for testing computer software installation projects and other payroll related system upgrades.
* Have a strong attention for detail and the ability to analyze data.
* Have a strong interest and some knowledge in programming logic and using that knowledge to build and test new pay codes.
* Strive to provide the highest level of service, always.

**HOW WILL YOU QUALIFY?**

Must have an associate’s degree, preferably in accounting or finance related field. A bachelor’s degree is preferred but not required. Must have previous Payroll experience with increasing responsibility.

**WHAT ARE YOU GOING TO DO WITH YOUR TIME (not all inclusive)?**

* Along with the other four members of the Payroll team you will be responsible for the processing of payroll for Bryan’s 5,000 employees
* Work collaboratively with other departments to ensure accurate and timely payroll processing
* Offer exceptional customer service to both internal and external customers
* Research and analyze payroll error and recommend fixes
* Prepare custom reports, validate data and complete uploads for payroll processing and system deduction records

**GREAT PERKS FOR YOU!**

Attractive Compensation Package • Retirement Savings Account 401(k) with match • Generous Health Benefits Package including medical, dental and vision • Pre-Tax Savings Plan • Short Term Disability • Long Term Disability • Education Reimbursement • Employee Wellness Program, Plus so Much More!For more information and to apply online please visit our website at <https://www.bryanhealth.com/careers/job-opportunities/>