

# Payroll Specialist

**Location:** San Ramon, CA

**Department:** Payroll

**Employment:** Full Time

**Salary:** TBD

## About Our Company

Come work for a great company with strong employee retention and a team of industry veterans with true passion for what they do. GSO, a General Logistics Systems Company, is a leading regional delivery carrier which has been providing Priority, Ground, and Freight services throughout the West since 1995. Thousands of companies across all industries rely on our company to deliver time-critical packages and documents every day because we've got an amazing team that goes the extra mile for our customers. We're always looking to expand our team with like-minded professionals, therefore if this job might be a good fit for you, send us your resume.

## Position Summary

This position will primarily assist the Payroll Team, under the direction of the Payroll Manager, with the processing of semi-monthly pay cycles. The ideal candidate will possess outstanding attention to detail, as well as great organizational and analytical skills.

## Responsibilities & Duties

- Prepare semi-monthly payroll for corporate employees
- Prepare termination checks as needed
- Process payroll data entry by calculating bonuses, commissions, benefit changes, garnishments, new hires, leaves of absence, terminations, rate changes, direct deposit information and tax withholdings
- Assist managers with timesheet entry related inquiries
- Prepare checks for distribution to our many depots
- Research and correct payroll discrepancies and errors
- Prepare, process and file the EEOC-1 and Multiple Worksite Report
- Ensure compliance with federal and state payroll regulations and guidelines
- Respond quickly and accurately to manager inquiries regarding payroll / paycheck issues
- Perform other special projects and analysis as needed

## Qualifications Needed:

- Minimum five years of experience processing full cycle payroll
- Strong written, verbal and analysis skills
- Ability to handle and maintain confidential information
- Knowledge of payroll systems such as Millennium, ADP and Paychex
- Proficient with Microsoft Office, especially Word and Excel
- Excellent organizational skills and attention to detail
- CPP or FPC APA Certification

## **Benefits for Full-Time Employees**

- 401K with employer matching
- Healthcare benefit options
- PTO & Sick Leave
- Dental, Vision and Life AD&D

## **To Apply**

Please email your resume and cover letter to [careers@gso.com](mailto:careers@gso.com) and include your salary requirements.

## **EEO Commitment:**

GSO, a General Logistics Systems Company, is an Equal Employment Opportunity (EEO) employer and is committed to a diverse workforce. We welcome all qualified applicants to apply to at GSO, a General Logistics Systems Company and we strive to select the best qualified applicant for each position in our organization. Applicants will receive fair and impartial consideration without regard to race, sex, color, national origin, age, disability, veteran status, genetic data, gender identity, sexual orientation, religion or other legally protected status, or any other classification protected by federal, state, or local law. GSO, a General Logistics Systems Company complies with all laws and regulations relating to employment discrimination, and are always committed to doing what's right.