

24726 Payroll Specialist - Clayton

Job Category: Grade 07

Location: 8000 Forsyth, St. Louis, Missouri 63105

Job Expectations:  
Payroll Specialist - Clayton (Full Time)

How would you like to work for a great company that offers career growth and values your skills and experience? For over 150 years, Commerce Bank has built a strong reputation as a “Super Community” bank and is recognized as an industry leader. In today’s growing and competitive financial services industry, we look for creative and innovative solutions to meet the needs of our customers. To achieve our results, we recruit the best and brightest employees who ask, listen and solve to meet our customers’ needs!

Do you have excellent customer service skills with a strong attention to detail, and are looking for a career, not just a job? Do you enjoy learning and partnering with team members? If the answers are yes, then this might just be the right opportunity for you! The ideal candidate will have payroll experience, or someone with an administrative background and is willing to learn.

The Payroll Specialist is responsible for assisting with the processing of our bi-weekly payroll and ensuring full compliance in wage and hour laws and other state and federal employment laws and regulations. This role will also provide a high level of customer service by going above and beyond to ensure timely resolution for any payroll related inquiries.

**Essential Functions:**

- Assist in processing bi-weekly payroll
- Assist with payroll workflow and ensure all transactions are processed timely and accurately
- Assist to audit and resolve payroll issues prior to payroll processing
- Process special adjustments and manual checks
- Partner with benefits team to ensure proper reporting for leave of absences
- Prepare and load data files
- Create and run ad-hoc reports
- Provide back-up support to Support Services Desk; provide a high level of customer service and research or partner with appropriate team members to ensure accurate guidance is provided.
- Perform system testing for upgrades
- perform other duties as needed.

**Knowledge, Skills and Abilities Required:**

- Basic understanding of payroll best practices, taxes, benefits, rules, regulations and compliance with wage and hour laws (FLSA, DOL, etc)
- Basic knowledge or ability to learn multi-state payrolls for both exempt and non-exempt
- Cast a positive shadow that is aligned with our core values and culture
- Excellent customer service skills and ability to research answers and solutions
- Strong communication skills
- Strong organizational skills, accuracy and attention to detail
- Ability to multitask and prioritize effectively
- Ability to ask questions and retain information
- Open minded and flexible to change
- Ability to maintain a high degree of confidentiality
- Intermediate level proficiency with Microsoft Outlook, Word, Excel and PowerPoint

**Education/Experience:**

- Associate’s degree in related field or equivalent experience preferred.
- 1+ years payroll experience preferred.
- Workday payroll experience preferred.

Time Type: Full Time

Apply at: <http://www.commercebank.com/careers>