



Vista Bank™

Posting Date: June 18, 2021

Position: Payroll Specialist
Reports to: Human Resources Director
Location: Lubbock, TX

Vista Bank is seeking a Payroll Specialist in Lubbock to help elevate the department. Our ideal candidate is one that consistently anticipates sacrifice and always remains hungry, humble and smart. You will be successful in this role because you take initiative, have exceptional attention to details, are inquisitive and collaborative. If you have experience in processing payroll this may be a good fit for you!

Key HR Responsibilities: The duties listed below are intended to describe the general nature and level of work performed by a team member in this position. They are not to be construed as an exclusive list of all job duties performed in this position. Duties and responsibilities may be added, deleted, or changed at any time at the discretion of management, formally or informally either verbally or in writing.

Payroll Administration

- Process semi-monthly payrolls for salaried and hourly employees.
- Ensure accurate and timely processing and recording of time and pay in a fast-paced environment while meeting critical deadlines.
- Accurately enter and maintain employee related information in the payroll system: personnel changes, wage adjustments, garnishments, tax withholding changes, leave of absences, terminations and complete all other steps necessary for payroll processing;
- Review employee change paperwork and collaborate with the Director of HR and the Benefits Specialist to ensure all new information is entered in the system accurately and on time.
- Research, analyze, and interpret multiple sources of payroll data to provide resolution for payroll inquiries from HR, Finance and Vista team members.
- Verify and reconcile payroll reports to general ledger accounts discrepancies and data integrity issues.
- Maintain knowledge of payroll processing system enhancements and changes in wage and tax laws.
- Process leaves of absence and terminations with accuracy according to state laws. Understand and minimize penalty pay.
- Assist employees and managers with time and attendance issues.
- Provide support for external and internal audits related to pay items.
- Maintain knowledge of company payroll policies and procedures to ensure audit and legal compliance.
- Trains with the HR Director & Benefits Specialist to ensure adequate cross-training of payroll functions and semi-monthly processing.
- Review and respond timely to telephone calls, e-mails, and mail.
- Interpret payroll policies and procedures to company employees of all levels.
- Establish and maintain corporate team working relationships.

Qualifications:

- Bachelor's Degree or CPP (Certified Payroll Professional) preferred.
- Minimum of 3 years' recent hands-on payroll experience required.
- Knowledge of Paycom strongly preferred.
- Proficiency with Microsoft Office (Outlook, Excel, Word).
- Working knowledge of federal and state employment laws.
- Strong interpersonal, organizational, oral, and written communications skills required.
- Detail oriented.
- Strong analytical skills with an ability to detect inconsistencies in data.
- Experience with audit procedures, tax, and accounting practices is preferred.

- Understand how to interpret company policies and procedures.
- Follow oral and written directions.
- Demonstrated initiative, self-reliance, and autonomy, with the judgment to know when to take the lead, when to involve others, and how to set priorities of the work functions assigned.
- Ability to multi-task on several projects, independently and as a team, while remaining flexible.
- Customer service focus with the ability to express empathy, maintain confidentiality and discretion, and utilize sound independent judgment.
- Ability to maintain the highest level of professionalism.
- Maintain confidential information when required by legal and ethical standards of professionalism to ensure privacy of employee records.
- Ability to establish and maintain effective and collaborative relationships with all key functional areas.
- Adaptable to rapidly changing systems and environment.
- Only applicants that have consent to a background and credit check will be considered.

For more information about Vista Bank, please visit our website by clicking [HERE](#).

Contact any Vista Bank for an application.

Completed applications can be delivered in person to:
1508 Texas Avenue
Lubbock, TX 79401

or by fax to 806.687.4742, Attn: HR

Please direct inquiries to our HR Department at hr@vistabank.com