



Position: Payroll Specialist

This position is responsible for providing accurate and proficient services associated with payroll, billing and other human resource functions for team members and management.

Work Location: Colony Bank, Warner Robins Ops Office, Warner Robins, GA

Essential Functions and Basic Duties:

1. Stay abreast of time clock, payroll and benefit functions.
2. Make adjustments to time clock including: changes due to team member error, inputting paid time off and other necessary adjustments.
3. Enter team member information for new hires, terminations and change requests into the time clock, payroll, HRIS, and benefits systems as necessary.
4. Maintain leave accrual usage for team members.
5. Monitor accuracy of team member information in the time clock, payroll, HRIS, ACA and benefits systems.
6. Process payroll for Colony Bankcorp and Colony Bank including: processing time sheets, finalizing payroll data, creating General Ledger file, and uploading 401k file.
7. Troubleshoot problems for team members in regards to payroll and benefits.
8. Participate in the annual open enrollment process.
9. Create reports regarding personnel, payroll, benefits or other HR functions as requested.
10. Review team member forms received for accuracy; request additional information as needed.
11. Create and maintain all personnel, medical and other files for new hires, active team members and terminated team members. Monitor team member files for missing documents.
12. Maintain I-9 and information request files.
13. Assist as needed with required FMLA forms, tracking and STD forms.
14. Comply with all bank and personnel policies and procedures including but not limited to policies and procedures regarding the Bank Secrecy Act.
15. Complete periodic training provided and/or required by Colony including but not limited to BSA training within required time frames assigned.
16. Provide support in other areas of human resources and benefits as needed.
17. Other duties as assigned.

Qualifications:

Education:

1. A high school diploma or equivalent required.
2. College degree preferred.
3. Courses and/or training in human resources, wage and labor law and compliance a plus.

Experience:

1. Experience with payroll required.

Knowledge:

1. Basic knowledge of wage and hour laws and overall human resource function preferred.
2. Must have basic knowledge of Microsoft Office, including but not limited to Excel and Word.

Skills/Abilities:

1. Must present a professional image in interdepartmental representatives.
2. Ability to use various office equipment including: calculator, computer, basic e-mail, internet and fax, etc.
3. Have a high degree of interpersonal skills, communication skills, attitude, and judgment.
4. Ability to exercise personal and professional responsibility and work with limited direction.
5. Must be very organized and possess the ability to multi-task.

If interested, e-mail your resume to: Julia.shadwick@colonybank.com

Equal Opportunity Employer / Minorities / Females / Disables / Veterans / Drug Free Workplace