



Payroll Specialist – Full-Time (Not Remote)

Position Overview

We are seeking a detail-oriented and proactive Payroll Specialist to support our CPA firm's client base. This role serves as the primary liaison between our clients and third-party payroll providers, ensuring payroll is processed accurately, timely, and in full compliance with federal, state, and local regulations.

The ideal candidate is highly organized, responsive, and experienced in multi-state payroll coordination, with strong communication skills and a client-service mindset.

Key Responsibilities

Client Payroll Coordination

- Act as the primary point of contact between clients and payroll providers
- Ensure payroll data is submitted accurately and on time for each payroll cycle
- Review payroll reports for completeness and accuracy before final submission
- Troubleshoot payroll issues and coordinate resolutions with clients and payroll companies

Client Communication

- Maintain ongoing communication with clients regarding payroll deadlines, changes, and compliance requirements
- Provide guidance to clients on payroll-related matters and required documentation
- Follow up with clients to ensure timely submission of payroll data

Multi-State Payroll Tax & Account Setup

- Register and maintain employer accounts across multiple jurisdictions, including:
 - State withholding accounts
 - State unemployment (SUTA) accounts
 - Local tax accounts (where applicable)
 - State-specific programs (e.g., paid family leave, disability, FMLA programs)
 - Workers' compensation accounts (as required by state)
- Monitor account status and ensure ongoing compliance with filing requirements

Compliance & Reporting

- Prepare and submit workers' compensation audit reports
- Complete and submit Verification of Employment (VOE) requests
- Manage wage garnishments, levies, and child support orders
- Ensure proper setup and compliance for payroll deductions and withholdings

1099 & Year-End Processing

- Process 1099 payments and maintain accurate contractor records
- Review client accounts to identify missing or incomplete W-9 forms
- Assist in year-end compliance, including 1099 preparation and filing support

Additional Duties

- Maintain organized payroll records and documentation
- Stay current on payroll laws and regulatory changes across multiple states
- Assist with special payroll projects and client requests as needed

Qualifications

- 2+ years of payroll experience, preferably in a CPA firm or multi-client environment
- Experience with multi-state payroll and tax registrations
- Familiarity with third-party payroll platforms (e.g., ADP, Paychex, Gusto, etc.)
- Strong understanding of payroll compliance, tax filings, and reporting requirements
- Excellent communication and client service skills
- High attention to detail and strong organizational skills
- Ability to manage multiple clients and deadlines simultaneously

Preferred Qualifications

- Certified Payroll Professional (CPP) designation
- Experience handling multi-state registrations and compliance
- Prior experience working in a public accounting or outsourced services environment

Key Attributes for Success

- Proactive and deadline-driven
- Strong problem-solving skills
- Ability to communicate clearly with both clients and vendors
- Highly organized with the ability to manage competing priorities

Compensation & Benefits

- Base Compensation \$36,000-\$60,000 (commensurate with experience and credentials)
- Generous PTO
- Health, dental, and vision coverage
- 401(k) with matching + certification reimbursement

About Us:

Chaliff + Associates is a locally owned Small Business CPA firm with entrepreneurial CPAs and trusted advisors. Our management team has extensive leadership experience in a variety of industries and is extremely passionate about helping small business owners achieve their financial goals and objectives. At Chaliff + Associates, we value the diversity of perspectives that result from a variety of life experiences: ethnicities, ages, sexual orientations, genders, and other factors. Ours is a winning culture where we work together as a team with a clear focus on common goals and where team members can grow, develop and contribute to their fullest.