

Organization: Community Newspaper Holdings, Inc.
Job Title: Payroll Specialist
Job Location: Montgomery, Alabama

Community Newspaper Holdings, Inc. formed in 1997 and headquartered in Montgomery, Alabama, is the parent company for daily, weekly and semiweekly newspapers published in more than 250 communities throughout the United States.

Job Description/Requirements:

The primary function of the position is to assist with the management of CNHI's payroll processes, including interactions with ADP (payroll vendor), auditors and CNHI employees. This position is responsible for entering payroll and HRIS information, as well as providing support and training to the field operators. The expected outcome is for payroll and other HRIS information to be accurately processed for our employees, and for business leaders to receive support and guidance on a wide variety of payroll topics.

Job Duties and Responsibilities:

- Responsible for processing, balancing and transmissions of payrolls for a portion of CNHI's business units.
- Responsible for transmitting and receiving payroll data for a large group of business units after payrolls are processed.
- Responsible for the management of Wage Garnishments, Liens and Child Support Orders.
- Provides training and support for management and employees regarding payroll issues.
- Reconciles ADP bills and coordinates payments with the accounting department.
- Assists with reporting needs by creating reports, extracting and analyzing data.
- Serves as ADP reporting specialist and assists HR department with reporting needs.
- Assists with development and implementation of payroll training programs.
- Assists with Year End payroll procedures and communication.
- Serves as first point of contact for troubleshooting issues with ADP Enterprise and Reporting systems.
- Maintains ADP CD Library.
- Other projects as assigned.

Minimum Qualifications:

- Must be a highly skilled payroll administrator, with 5+ years experience.
- Multi-State experience with Multiple EIN's and 1000+ employees
- Requires extensive knowledge of Microsoft applications.
- Must be diplomatic and have strong oral and written communication skills.

Preferred Qualifications:

- Payroll Certification
- Process improvement experience
- Current ADP Enterprise experience is a plus

Benefits:

CNHI full time employees enjoy a competitive time off package including sick pay and personal time. Our benefit package includes BCBS health and dental, vision, life, STD, and flex benefits.

Hours: Monday-Friday from 8:30-5:00
FLSA Status: Non exempt
Status: Full Time

For Info Contact =Tracy Culpepper, Payroll and Benefits Manager tculpepper@cnhi.com