

## **Payroll Specialist**

Coast to Coast Commercial is the licensed Southern California Franchisee of Sonic Drive-In and Dave's Hot Chicken restaurants. As we continue to expand throughout the Los Angeles, Riverside, San Bernardino and Orange County areas, our growing company is looking to add great people to our team wanting to start a career in this fast-paced and fun environment!

As the Payroll Specialist, it will be your responsibility to maintain company records for all restaurant employees, help recruit and maintain proper staffing levels, as well as gather and support materials for payroll processing. The Payroll Specialist must make sure all Federal and State laws are being fully observed, while developing action plans to support store management for full compliance of the law.

### **We Are Looking For...**

- a professional individual that values people and demonstrates respect for others.
- a team player willing to meet and exceed company goals and objectives.
- a specialist in the area of Human Resources with broad knowledge of CA Labor Laws.
- a strong leader with the ability to coach others in the areas of HR.
- a person that is self-motivated, and able to work independently.
- a detail-oriented person that is familiar with data entry and able to focus on multiple things.
- someone to grow with our company as we continue to expand our business.

### **Required Skills and Qualifications...**

- Prepare, process & maintain bi-weekly payroll for multiple restaurant locations with a combined +500 employees
- Experience with Paychex, Paylocity, or other HRIS Payroll Processing
- Communicate with employees and answer any payroll questions, including all information relevant to payroll (i.e. minimum wage)
- Maintain employee confidence and protect payroll operations by keeping information confidential
- Process various payroll functions such as sick leave, bonus information, garnishments, etc.
- Resolve payroll discrepancies by collecting and analyzing information, and performs payroll audits as needed to ensure accuracy
- Administers, processes deductions, and audits employee files for CalSavers retirement program
- Knowledge of HR policies/practices, employment laws specific to CA and hourly employees
- The ability to file, check, and maintain employee records for various locations
- Knowledge of processing Unemployment (EDD) Claims
- ACA compliance knowledge a huge plus
- Knowledge of MS Office, Excel, Outlook, and other computer related skills; strong communication skills required
- Ability to multi-task; strong organizational skills required
- Perform special projects or other duties as requested and needed
- Bilingual Spanish highly preferred
- BA Degree preferred

### **What We Will Offer You...**

- Competitive Salary
- Health and Dental Insurance Benefits Available
- 5 Day Work Week
- Team Oriented and Fun Work Environment
- Career in Growing Company