

Human Capital Management Specialist/Account Executive

Coastal Payroll Services is a leading provider of Human Capital Management services in Southern California. As a young and growing company, we promote a workplace that is fast-paced, fun and creative. We are seeking a HCM Specialist/Account Executive to assist with customer service and payroll processing functions.

The responsibilities of this position include:

- Assist clients with training and ongoing use of our web-based payroll and HR products
- Manage your own 'book' of clients to ensure that payrolls are processed accurately and according to daily deadlines
- Help clients analyze payroll reports and develop reporting to assist clients in better understanding payroll data
- Work directly under company management to further enhance payroll knowledge and become an expert in the field

Desired job qualifications include:

- Experience with customer service/operations in payroll and human resource functions
- Knowledge of Microsoft Office products (Excel, Word, Outlook)
- Knowledge of applicable federal, state, and local wage and hour laws
- Knowledge of payroll taxes, both at the Federal and State level

Desired skills include:

- Excellent phone and web-based customer service skills
- Ability to multi-task and work in a fast-paced environment
- Excellent verbal and written skills
- Excellent accuracy, organizational skills, and attention to detail
- Strong math and analytical skills

Education Requirements:

- .. BS/BA preferred; may be substituted with experience.

Coastal Payroll Services offers generous benefits to full time employees:

- .. Paid time off includes vacation, sick, holidays
- .. Medical and Dental insurance
- .. Simple IRA Retirement Plan with Company Match
- .. AFLAC insurance Enrollment
- .. Employee Referral Bonus Program
- .. Free Friday lunches
- .. Quarterly Fun Events
- .. Ability to participate in Quarterly Volunteer Events

Training is offered to employees to obtain payroll certifications and to keep on top of the payroll field!