

**Job Title: Payroll Manager-Greensboro, NC**

Req'd Education: 4 Year Degree  
Company: Steven D Bell  
Req'd Experience: At least 4 year(s)  
Location: US-NC-Greensboro  
Base Pay: N/A  
Employee Type: Full-Time Employee

The Payroll Manager is responsible for overall payroll processing procedures and best practices for an e

**PAYROLL AND HRIS ADMINISTRATION EXPERIENCE REQUIRED!**

Other Responsibilities Include:

Provide day-to-day administration and operation of all Payroll related Information systems. Perform day.  
Perform unit testing for all HRIS changes, upgrades, and other necessary configurations. Act as liaison  
Provide HR administrative and strategic reporting to HR employees, VP of HR and members of the Con  
Compose recommendations for HRIS process improvements and enhancements based upon analysis c  
Analyze requirements for integration of new functionality into existing HR systems.  
Audit processing of employment data and activity (new hires, pay changes, terminations)

Full Job Details

More Jobs to Consider

Recommendations

for US: Greensboro, NC 27401

**Human Resources Coordinator**

Steven D Bell  
Greensboro, NC  
16-Sep

**Payroll Administrator**

Steven D Bell  
Greensboro, NC  
13-Sep

**Accounts Payable Specialist-Greensboro, NC**

Steven D Bell  
Greensboro, NC  
2-Sep

**Benefits Analyst**

Steven D Bell  
Greensboro, NC  
16-Sep

**Consumer Insights & Strategy - Sr. Director**

Reynolds American Inc  
Winston Salem, NC  
17-Sep

**Professional Development Strategist**

Eckerd Youth Alternatives  
Greensboro, NC

15-Sep

LCAS / Licensed Clinical Addiction Specialist

Bridgeway Behavioral Health

High Point, NC

16-Sep

HRIS/Payroll Administrator

Robert Half Finance & Accounting U.S.

GREENSBORO, NC

3-Sep

Human Resource Specialist (08341)

Apex Analytix Inc

Greensboro, NC

11-Sep

Retail Credit Analyst

Volvo Group

Greensboro, NC

15-Sep

Community Manager-Greensboro/High Point

Steven D Bell

Greensboro, NC

21-Aug

Payroll Director

Greensboro, NC

12-Sep

Recession Proof \* Business Development Specialist!!

Triad / Triangle, NC

15-Sep

Area Quality Professional - Home Health Community Liason

Arcadia Resources Inc

Greensboro, NC

15-Sep

VP of Sales / Director of Sales

JS Firm

Greensboro, NC

11-Sep

Fiber Lab Manager

Greensboro, NC

11-Sep

Corporate Recruiter

Sandvik Tooling

Mebane, NC

30-Aug

SALES MANAGER - Consumer Sales Division

Topsider Building Systems, Inc.

Winston-Salem / Greensboro / High Point Triad Area, NC

11-Sep

Payroll Director

Lincoln Financial Group

Greensboro, NC

30-Aug

Manager, Portfolio Risk Management

AIG United Guaranty

Greensboro, NC

10-Sep

Job Title: Benefits Analyst

Req'd Education: 4 Year Degree

Company: Steven D Bell

Req'd Experience: At least 3 year(s)

Location: US-NC-Greensboro

Base Pay: N/A

Employee Type: Full-Time Employee

Function as a liaison between vendors and employees for a multi-site workforce.

Responsible for the timely resolution of HR representative and employee inquiries regarding benefit plan

Responsible for the administration and maintenance of company benefits programs including wellness,

Solid understanding of benefit-related programs to include group insurance, retirement benefits, ERISA,

Implementation experience with new, improved, and/or cost-effective benefit plans.

Hands on experience with plan documents, summary plan descriptions, benefit communications.

Streamlines benefits processes by analyzing business needs, benchmarking best practices, developing

Administer company LTD/STD plans, including internal claims administration and reporting.

Assists with planning and implementation of annual open enrollment process and monthly new hire enr

Reviews the development of open enrollment materials; creates benefit program communication pieces

Full Job Details

More Jobs to Consider

Recommendations

for US: Greensboro, NC 27401

Payroll Director

Greensboro, NC

12-Sep

Professional Development Strategist

Eckerd Youth Alternatives

Greensboro, NC

15-Sep

Qualified Mental Health Professional

CNC/ Access

Burlington, NC

25-Aug

Human Resources Coordinator

Steven D Bell

Greensboro, NC

16-Sep

Maintenance Technician IV - Shaw Industries

Shaw Industries

Winston-Salem, NC

29-Aug

HR Support Specialist

Winston Salem, NC

8-Sep

HRIS/Payroll Administrator

Robert Half Finance & Accounting U.S.

GREENSBORO, NC

3-Sep

Lab Services Coordinator

Novant Health, Inc

Winston Salem, NC

18-Sep

QA Manager, Factory - Paid Relocation to Owensboro, KY

Swedish Match

Winston Salem, NC

16-Sep

Sr Client Project Manager

AON

Winston Salem, NC

9-Sep

Payroll Administrator

Steven D Bell

Greensboro, NC

13-Sep

Retail Credit Analyst

Volvo Group

Greensboro, NC

15-Sep

Branch Office Administrator - Burlington, NC - Branch 02595

Edward Jones

Burlington, NC

11-Sep

Client Delivery Officer

AON

Winston Salem, NC

17-Sep

Payroll Clerk

Robert Half Finance & Accounting U.S.

Winston-Salem, NC

3-Sep

Nursing Home Administrator

The Evergreens Senior Healthcare System

Greensboro, NC

3-Sep

Human Resource Specialist (08341)

Apex Analytix Inc

Greensboro, NC

11-Sep

Business Analyst with Software Testing Background

Systemtec, Inc.

Triad, NC

15-Sep

Payroll Manager-Greensboro, NC

Steven D Bell

Greensboro, NC

20-Aug

Bi-lingual Part Time Customer Service Rep

TRC Staffing Services

Archdale, NC

12-Sep

Job Title: Human Resources Coordinator

Req'd Education: 4 Year Degree

Company: Steven D Bell

Req'd Experience: At least 2 year(s)

Location: US-NC-Greensboro

Base Pay: N/A

Employee Type: Full-Time Employee

The purpose of the Human Resource Coordinator position is to provide support to the human resources

Responsibilities Include:

Supports HR team by fielding overflow calls from employees and vendors

Supports payroll processing and benefits administration for new properties or other large groups or projects

Supports HR team by auditing and following up on paperwork that is incomplete, such as benefits forms

Audits and maintains EEO information; maintains other records, reports, and logs to conform to EEO requirements

Helps collect information for various government responses, such as ESC, EEOC, State reporting, etc.

Verifies I-9 information and maintains proper filing and file management for the I-9s

Prepares and Maintains employee personnel and benefit files

Assists HR team with various research projects and/or special projects

Full Job Details

More Jobs to Consider

Recommendations

for US: Greensboro, NC 27401

Payroll Administrator

Steven D Bell

Greensboro, NC

13-Sep

Accounts Payable Specialist-Greensboro, NC

Steven D Bell

Greensboro, NC

2-Sep

Payroll Manager-Greensboro, NC

Steven D Bell

Greensboro, NC

20-Aug

Human Resource Specialist (08341)

Apex Analytix Inc  
Greensboro, NC

11-Sep

Benefits Analyst

Steven D Bell  
Greensboro, NC

16-Sep

Community Manager-Greensboro/High Point

Steven D Bell  
Greensboro, NC

21-Aug

Consumer Insights & Strategy - Sr. Director

Reynolds American Inc  
Winston Salem, NC

17-Sep

LCAS / Licensed Clinical Addiction Specialist

Bridgeway Behavioral Health  
High Point, NC

16-Sep

Professional Development Strategist

Eckerd Youth Alternatives  
Greensboro, NC

15-Sep

Recession Proof \* Business Development Specialist!!

Triad / Triangle, NC

15-Sep

Area Quality Professional - Home Health Community Liason

Arcadia Resources Inc  
Greensboro, NC

15-Sep

Service Technician

Miller-Valentine Group  
Walkertown, NC

9-Sep

Tax Manager

New Breed Logistics  
High Point, NC

10-Sep

Corporate Recruiter

Sandvik Tooling  
Mebane, NC

30-Aug

HR Support Specialist

Winston Salem, NC

8-Sep

Retail Consultant Bilingual

Sprint

Winston Salem, NC

13-Sep

Retail Consultant Bilingual

Sprint

Greensboro, NC

13-Sep

Production Payroll Clerk

Kelly Services

High Point, NC

11-Sep

Lead Nutritionist

Piedmont Health Services Inc

Siler City, NC

12-Sep

Fiber Lab Manager

Greensboro, NC

11-Sep

Job Title: Assistant Property Accountant

Req'd Education: 4 Year Degree

Company: Steven D Bell

Req'd Experience: At least 3 year(s)

Location: US-NC-Greensboro

Base Pay: N/A

Employee Type: Full-Time Employee

The Assistant Property Accountant supports Property Accountant in preparation of accurate and timely

Responsibilities Include:

1. Maintains portfolio of 16-18 properties
2. Meets all financial statement deadlines as required by property owner.
3. Accurately codes and posts JE to record monthly mortgage draft. Assistant PA is responsible for cod
4. Pulls monthly on-site AME reports.
5. Posts all journal entries as directed by the Property Accountant.
6. Reconciles reports to G/L monthly.
7. Reconciles loan statement to G/L monthly.
8. Reviews property G/L for reclasses, recommends reclasses when necessary, and posts reclasses ap
9. Pull and review invoices for fixed asset and major expenses in association with PA approval.
15. Reviews all final account statements for proper back up and submits to A/P.
16. Reconciles all purchase card logs to monthly statements, verifying that all original receipts are attac
17. Prepare monthly/quarterly replacement reserve requests.
18. Assists PA with weekly/monthly A/P funding draws.
19. Assists PA and Accounting Project Coordinator with needed back up for annual audit and tax prepar

Full Job Details

More Jobs to Consider

Recommendations

for US: Greensboro, NC 27401

**Staff Accountant**

Kingsdown, Inc.  
Mebane, NC  
11-Sep

**Accounting Manager**

Robert Half Finance & Accounting U.S.  
Greensboro, NC  
9-Sep

**Accounting Manager/Supervisor**

Robert Half Finance & Accounting U.S.  
Siler City, NC  
12-Sep

**Chief Accounting Officer**

Greensboro, NC  
13-Sep

**Accounting Manager/Supervisor**

Robert Half Finance & Accounting U.S.  
Reidsville, NC  
10-Sep

**A/P Clerk with Full Charge Bookkeeping Responsibilities**

Robert Half Finance & Accounting U.S.  
GREENSBORO, NC  
10-Sep

**Senior Tax Accountant / Senior Auditor / CPA**

Gray, Callison & Co., P.A.  
Winston Salem, NC  
21-Aug

**Corporate Tax Accountant**

Robert Half Finance & Accounting U.S.  
Greensboro, NC  
7-Sep

**SEC / Financial Reporting Manager**

Advanced Personnel Resources Inc.  
Greensboro, NC  
2-Sep

**Financial Analyst**

Robert Half Finance & Accounting U.S.  
HIGH POINT, NC  
17-Sep

**Bookkeeper/Accountant**

Samet Corporation  
Greensboro, NC  
12-Sep

**Tax Senior Associate - Private Co. Svcs.**

PricewaterhouseCoopers  
Greensboro, NC  
17-Sep

**Tax Senior (Public)**



Robert Half Finance & Accounting U.S.  
GREENSBORO, NC

29-Aug

Accounts Payable Clerk

Accountemps  
Greensboro, NC

11-Sep

Staff Accountant

Robert Half Finance & Accounting U.S.  
Greensboro, NC

17-Sep

Chief Accounting Officer

Robert Half Finance & Accounting U.S.  
GREENSBORO, NC

9-Sep

Treasury Analyst/Assistant Treasurer

Robert Half Finance & Accounting U.S.  
GREENSBORO, NC

17-Sep

Senior Corporate Accountant

Robert Half Finance & Accounting U.S.  
Greensboro, NC

3-Sep

Cost Accountant

Matlab Inc  
Asheboro, NC

5-Sep

Accounting Supervisor

Robert Half Finance & Accounting U.S.  
Greensboro, NC

3-Sep

employment base of 2,700 people. Additionally, this important position is responsible for the effective a

-to-day resolution of HR, payroll issues through reporting, process improvement, initiation of data change  
between department end users and programmers in the analysis, design, functional configuration, testin  
company management team.  
of current business practices/processes and future goals.



ns, including eligibility, coverage, premiums, claims filing, unpaid claims, qualifying event changes, and c  
healthcare, 401k, HIPPA, ERISA and FMLA.  
, FMLA, HR policies, federal and state regulations regarding benefits, IRS Governmental status (non-ER

and documenting procedures, evaluating data, preparing reports and analysis to support Benefits strate  
ollments; develops and monitors the enrollment process schedule to ensure timely and accurate open er  
and other technical program documents.



; team on various human resource, benefit, and payroll issues for all Steven D. Bell and Company entitie

ects involving these systems  
s, I-9s, new hire paperwork, change forms, etc.  
gulations



reporting of property financials for a portfolio of 16-18 properties. Includes posting all journal entries, pro

ling invoices, obtaining checks from A/P and sending checks to arrive by deadline.

proved by PA.

hed. Posts detail JE to record activity.

ration.







Administration and utilization of the Company HRIS system and future system enhancements needed to s

es, etc.

ng and maintenance of HRIS modules to ensure optimal system performance.



Other benefit related issues.

ERISA requirement, FMLA tracking and workers compensation administration.

Strategic initiatives.

Enrollment completion



is.





roducing financials for review, and completing bank reconciliations.





support the business as it grows.

















