

vine solutions, inc.



Payroll Specialist Job Description

Vine Solutions, Inc., the leading accounting and consulting firm for the Bay Area's finest dining restaurants, is seeking a bright self-starter to join our growing team as a full-time Payroll Specialist. This position has great growth potential and an easy reverse-commute from SF; we are located a few miles north of the Golden Gate and very close to the Richmond Bridge.

The Payroll Specialist will be responsible for payroll functions for a prestigious client list. If you enjoy a friendly, fast-paced environment in a dynamic industry, then this position could be the right one for you.

Payroll Responsibilities:

- Prepare and submit biweekly payrolls (15-100 employees per payroll)
- Maintain and update online payroll records (e.g., new hires, terminations, rate changes)
- Calculate manual paychecks
- Reconcile payroll data to the general ledger
- Work closely with restaurant management to ensure accuracy and timeliness of payroll
- Special projects, as needed

We are looking for someone who possesses most, if not all, of the following qualities:

- Experience with payroll processing, restaurant processing a plus; ADP PayXpert experience necessary and MAS 90 experience is a plus
- Excellent organizational, problem-solving, and analytical skills
- The ability to prioritize and manage workload well; perform detailed work and analysis accurately and efficiently; work independently and as part of a team
- Good communication and interpersonal skills
- A commitment to excellence and high standards
- MS Office proficiency
- Some accounting training or course work
- A healthy sense of humor

Benefits:

Generous standard benefits package, plus a 50% discount on meals at any of the Left Bank restaurants.

Email cover letter and resume with salary history.

Subject to change at Vine Solutions discretion

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