
Title: Pay/Bill Senior Specialist

Company Overview

People2.0 is the world's largest global employer of record (EOR) and agent of record (AOR) services platform, created exclusively to serve the talent ecosystem, including staffing agencies, search and recruiting firms, individual recruiters, mass talent procurement organizations, and compliance, contracting, and consulting companies.

People2.0 enables talent providers, large and small, to place anyone in any work arrangement, anywhere—simply, quickly, and compliantly. Our global team is dedicated to helping our customers expand their value proposition, optimize opportunities to access the global talent pool, and create a borderless world of unlimited growth for their business.

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Position Overview

The Pay/Bill Senior Specialist is responsible for providing managerial support to the Pay/Bill Specialist team. This role reports into the Senior Payroll/Billing Manager. The areas of responsibility will include Supporting the manager with all areas of responsibility in managing a team, as well as the day to day function of processing.

Specific Responsibilities

- Process payroll and billing transactions in a timely manner with a high level of accuracy
- Ensure that employee and vendor payroll and account records are up to date and where required
- Administer rate changes, garnishments and other updates related to employee and/or sub-vendor records
- Collect, review and input employee and sub-vendor time and expenses for assigned clients base across all pay cycles (weekly, bi-weekly, semi-monthly, monthly) and entities
- Support the team's workload balance for maximum efficiency
- Coordinate team calendar for attendance and holiday coverage
- Participate in hiring, and training of new team members
- Provide coaching, and counseling to current team members
- Respond to escalated payroll related inquiries from employees, sub-vendors, and clients
- Coordinate with HR and finance teams to carry-out payroll processing and to address changes in a timely manner
- Create, and maintain process documentation as it relates to Pay/Bill functions
- Provide monthly accrual pay & bill amounts for unbilled or late time
- The Subject Matter Expert for all functions within the team
- Manage regular team communication
- Coordinate, and participate in team meetings

Skills and Qualifications

- Post secondary diploma or degree in finance, accounting and/or payroll
- Minimum of two (2) years related experience is required
- PCP or similar designation is considered an asset
- Superior communication skills, both verbal and written
- Proven problem resolution for achieving quality client satisfaction
- Ability to prioritize with exceptional time management skills to produce results in a fast-paced and dynamic environment

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- Proficient Microsoft Office skills (specifically Excel, Word, Outlook)
- Professional manner and customer service focus
- Able to thrive both independently and in a team environment

People 2.0 is committed to providing equal employment opportunities to all associates and applicants without regard to race, color, national origin or ancestry, citizenship status, religion, sex (including pregnancy, lactation, childbirth or related medical conditions), sexual orientation, physical or mental disability, age, veteran status, uniformed servicemember status, gender identity, genetic information (including testing and characteristics) and any other characteristic prohibited by federal, state or local law. Our commitment to equal opportunity employment applies to all persons involved in our operations and prohibits unlawful discrimination by any employee, including supervisors and co-workers.

In furtherance of this commitment, the Company is committed to providing a work environment that is free of prohibited harassment. As a result, the Company strictly prohibits sexual harassment and harassment against applicant and employees based on any legally recognized status, as defined above, or any other status protected by federal, state, or local laws.