**Payroll Specialist**

This position provides service for approximately 300 employees. The qualified incumbent will accurately process payroll, appropriately withhold paycheck deductions, complete employment verifications for active and terminated employees, and trouble-shoot employee inquiries until courteous resolution. The responsibilities are, but not limited to the following:

* Processes outsourced automated bi-weekly payroll for 300+ employees and ensures accurate paycheck deductions for 401k retirement, health insurance, life insurance, long term disability, unemployment, disability, garnishments, etc.
* Back-up support for accounts payable, which includes reviewing vouchers to assure appropriate department head approval, coding and supporting documentation is provided before posting to the general ledger

**Requirements**

* High school diploma or equivalent
* Two (2) years of payroll experience in an office setting
* Federal criminal background check
* 40 hours of work per week

**Preferred Qualifications**

* Bachelors Degree in Finance or related field
* One (1) year of experience with 401K
* General ledger experience
* PAYCOM HRIS
* Federally Qualified Health Center (FQHC) experience
* HIV/AIDS knowledge and patient experience
* Experience working with the LGBTQ community

**Why CrescentCare?**

Our mission is to offer comprehensive health and wellness services to the community, to advocate empowerment, to safeguard the rights and dignity of individuals, and to provide for an enlightened public. We offer a broad range of health and wellness services for anyone and everyone who is seeking healthcare services in Greater New Orleans and Southeastern Louisiana.

CrescentCare is a culturally humble health care facility that welcomes all in the community; however, we want to make a strong statement to the New Orleans community (and communities across America) that Black Lives Matter to us.

<https://crescentcarehealth.org/black-lives-matter>

**What We Do for Our Clients**

Primary Health Care • Pediatrics • Dentistry • Gender Clinic • Behavioral Health • Addiction Recovery

Case Management • Nutrition Programs • Medicaid/Insurance Enrollment • Legal Services

Food and Housing Assistance • Smoking Cessation • Syringe Access Program

Advocacy, Outreach, Education • HIV/Hep. C/STI Testing and Prevention • COVID-19 Screening

**Our Offer to You: An Extensive Benefits Package**

* All employees are W-2 status
* Employer paid benefits: Employee Dental, Employee Wellness, Employee Assistance Program, Life Insurance
* 11 paid holidays, in addition to vacation and sick days
* Medical insurance (two plan options)
* Vision insurance
* Long-term disability
* Short-term disability
* 401(k) Plan – 1.5% employer contribution; additional employer match with employee contribution
* Discount programs

\*No Relocation Package Available

\*No Work Visa Sponsorship Available

**If interested in being considered for this position, you must apply on the CrescentCare website using the following link:**

<https://crescentcarehealth.org/contact/join-our-team/>

*We are an Equal Opportunity Employer and do not discriminate against employees or applicants on the basis of race, color, national origin, ethnicity, citizenship status, religion, age, gender identification, pregnancy, marital or familial status, gender or sexual orientation, veteran or military status, physical or mental disability, genetic information, or on the basis of any other status protected by law, and in compliance with applicable federal, state and local laws.*