

NIET Payroll Generalist

Location: Remote, AZ

NIET is seeking a payroll generalist to support the organization's efforts managing semi-monthly payroll. The Payroll Generalist is responsible for supporting the accurate and timely administration of payroll. This position serves as a resource to employees regarding payroll, timekeeping, and other routine payroll matters and assists with maintaining accurate payroll records, documentation, and processes. Exemplary candidates will have strong attention to detail, organization skills, along with federal, state, and local tax knowledge across multiple states.

Duties include, but are not limited to:

- Process NIET's semi-monthly payroll for approximately 120+ team members, ensure proper federal, state, and local payroll tax withholdings and reporting.
- Serve as the payroll point of contact for internal and external inquiries, including payroll adjustment requests.
- Support the preparation and processing of payroll accurately and within established payroll deadlines.
- Process payroll related changes, including new hires, terminations, salary changes, deductions, benefit elections, and other employee updates.
- Review payroll reports and identify discrepancies or items requiring additional review.
- Assist with payroll reconciliations and coordinate with HR and Finance to resolve payroll-related issues.
- Respond to routine employee questions regarding pay, deductions, tax documents, direct deposit, and payroll procedures.
- Maintain accurate payroll documentation and records in accordance with established record-retention requirements.
- Assist with year-end payroll activities, including W-2 preparation and other required payroll reporting.
- Manage state and local payroll tax registrations and related compliance activities as required.
- Maintain confidentiality of payroll, compensation, and employee information.

Minimum Qualifications:

- Must reside within 25 miles of Phoenix Valley, AZ
- 3 years of proven work experience in payroll processing, supporting multi-state payroll strongly preferred
- Proficiency with Microsoft 365 (Excel, PowerPoint, Word, Outlook) and Google Workspace
- Experience working with payroll and/or HRIS platforms required; Paychex experience is a plus
- Strong communicator and listener with a demonstrated ability to build trust and strong relationships with both internal and external stakeholders
- Ability to provide responsive and professional service to employees
- Ability to identify discrepancies, research issues, and escalate matters appropriately
- Excellent organizational and time management skills
- Ability to travel
- Exhibit NIET's core values

For Information:

For interest in positions at the National Institute for Excellence in Teaching, please review our website at www.niet.org for current job vacancies.

To Apply:

Please follow the link to submit your [application](#).

No phone inquiries please.