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## **Payroll Consultant**

Integrity Data is looking for resources to help build the business:

Integrity Data is a leader in providing solutions to improve business processes for payroll and human capital management that enables employers to cultivate successful employees. Solutions include simplifying Affordable Care Act tracking and reporting, supporting Employee Financial Wellness initiatives, and enhancing Microsoft's Dynamics GP Payroll. Headquartered in Lincoln, IL and celebrating over 20 years in business, Integrity Data serves employers of all industries and sizes across the US.

## **Position Overview**

The Payroll Consultant's goal is to assure customer success with Integrity Data's products and services. By focusing on excellent customer service, the intent is to build long lasting business relationships. The role of the Payroll Consultant will be to act as a trusted advisor bringing a high level of expertise and customer care to Integrity Data's customers, extending the long term value of each relationship.

## **Essential Functions**

- Provide services to customers for Integrity Data payroll solutions
  - Implementation and Onboarding
  - Training
  - Ongoing services (e.g. payroll tax services)
  - Respond to support inquiries from both external and internal customers
- Provide Subject Matter Expertise for the company for all things payroll
  - Internal education and training
  - Tier 3 level support for external customers
- Coordinate with other areas of the company to insure Integrity Data's offerings are meeting the needs of the customers
  - Including:
    - Product Development
    - Technical Support
    - Marketing/Communication
    - Invoicing and accounting
- Primary product focus
  - Integrity Data payroll offering



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## **Qualifications**

- Real-world payroll experience (Required) dealing with:
  - Process end to end payroll including reporting and tax payments
  - Comfortable with the entire employment management process from onboarding to exit processes
  - All levels of quarterly - annual reporting including government testing for benefits
  - Standard accounting practices between payroll and GL
  - Experience with larger employers crossing state lines
- Payroll certification (American Payroll Association) CPP/FPC
- Bachelor's degree or equivalent experience in business/payroll

## **Characteristics**

- Excellent communication skills, able to articulate thoughts and concepts clearly with the ability to actively listen
- Able to be self-directed and work within a team, consistently meeting team timelines and goals
- Skilled at finding alternate solutions to challenges, empathetic to the customers' needs

## **Work Location Requirements**

Due to the nature of the Payroll Consultant's responsibilities, it will be required to work at the home office the majority of the normal work week, with an expectation of some travel (approximately 10%). Office hours are from 8am – 5pm Monday through Friday. The office is located at 125 N. Kickapoo Street Lincoln, IL

## **Benefits and Salary**

Integrity Data offers a full line of benefits

- Major Medical
- Health Reimbursement Arrangement
- Flexible Spending Account
- Vision
- Dental



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- STD, LTD, Life and AD&D Insurance
- 401k Plan
- Paid Time Off
- Paid Holidays
- Bonus Plan

Salary commensurate to experience

Resumes should be submitted online or mailed directly to Terry McClallen at the address below.

Online: [www.integrity-data.com/careers](http://www.integrity-data.com/careers)

Physical Address:

Integrity Data  
C/O Terry McClallen  
125 N. Kickapoo Street  
Lincoln, IL 62656