



Payroll Specialist

COMPANY OVERVIEW

Sabal Capital Partners (SCP) is a nationwide wholesale small balance commercial real estate mortgage company. The Company provides permanent and bridge debt solutions for commercial real estate for agency, capital markets and balance sheet execution through its highly specialized wholesale lending platform. SCP sources loans through correspondent agreements with brokers and banks. The Company is a fully integrated platform including a rated commercial servicing operation to manage all loans it originates.

SCP is seeking a Payroll Specialist to join its team. This individual must be a self-starter with a thirst for learning, be highly organized, be able to consistently meet deadlines, and have tremendous pride in work product.

KEY RESPONSIBILITIES

- Completes semi-monthly payroll processing accurately and on time, including: opening, importing, balancing, entering, calculating, closing and post payroll processes.
- Review and ensure accuracy of time cards, and ensure valid data transfers to/from payroll service.
- Calculate and process commissions, including maintaining commission accrual schedules.
- Calculate and accrue bonus on a monthly basis, including maintaining bonus accrual schedules.
- Report Health Benefits premiums, tax deferred contributions and maintain accuracy in withholding Co-pays, 401K Contributions and other deductions.
- Prepare Termination and manual checks as needed and report to Payroll service provider in a timely manner.
- Download quarterly and annual tax filing reports, and review with Controller as to any discrepancy.
- Prepare payroll journal entries, accruals and reconcile payroll-related general ledger accounts.
- Establish/maintain employee records (database); ensure that employee changes are entered correctly and made on a timely basis.
- Responsible for the coordination efforts between payroll, human resources, and other departments to ensure proper flow and maintenance of employee data.
- Reconcile and problem-solve all payroll issues and accompanying records, communicate solutions directly to HR and/or directly to the employee as needed.
- In conjunction with HR, provide assistance to employees regarding all payroll related matters.
- Communicate and interact with all levels of management.
- Assist in internal/external Audits - providing Payroll related data.
- Must be able to maintain confidentiality of employee information.
- Performs other duties as assigned or determined appropriate.

PROFESSIONAL EXPERIENCE/QUALIFICATIONS

- Minimum of 5 years of solid payroll experience.
- Decision-making, problem-solving, and analytical skills.
- Strong verbal communication and listening skills.
- Ability to establish appropriate priorities, work on multiple projects concurrently and meet inflexible deadlines.
- Ability to work independently and responsibly with little supervision or instruction, but also a team player.
- Attention to detail, prioritization skills, and responsiveness are essential.
- Proficient with MS Office Suite: (Excel, Word, PowerPoint and Outlook)
- Have broad knowledge of applicable labor laws.

At SCP, you can have a rewarding career on every level. In addition to challenging and meaningful work, you will have the chance to have an impact on the future direction of the company by interacting directly with members of SCP's senior management team. Our culture of innovation, drive, growth and entrepreneurship, means your ideas on how to improve our business will be key contributions to our future growth. At SCP, we embrace a team oriented, collegial, and "can do" approach that rewards employees based on the success of the overall business and individual contributions.

CONTACT SABAL

If you have interest in this challenging and rewarding opportunity, please contact us at

kelly.garriott@Sabalcap.com or fax your resume to 888-947-3232. No phone calls please.