



**Sr. Payroll Analyst**  
*Cincinnati, Oh*



**CORE**  
SPECIALTY

# THE CORE SPECIALTY ADVANTAGE

Core Specialty offers a diversified range of property and casualty insurance products for small to mid-sized businesses. From underwriting offices spanning the U.S., the Company focuses on niche markets, local distribution, and superior underwriting knowledge, offering traditional as well as innovative insurance solutions to meet the needs of its customers and brokers. Core Specialty is an insurance holding company operating through StarStone Specialty Insurance Company, a U.S. excess and surplus lines insurer, and StarStone National Insurance Company, a U.S. admitted markets insurer. The Company is rated A- (Excellent) by AM Best.

## CONTACT US

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# CORE SPECIALTY

## Essential Duties and Responsibilities:

### *(Position based in Cincinnati, Oh)*

The Sr Payroll Analyst performs a wide variety of payroll processing activities to ensure the timely and accurate delivery of payroll for multi-state colleagues. This position will partner with other functions to ensure policies and procedures are followed and controls are in compliance with all applicable regulations. Serve as the main point of contact for employee questions and inquires on all payroll related matters.

## Key Accountabilities/Deliverables:

- Responsible for accurate and timely processing of multi-state payroll for exempt and non-exempt workforce
- Plan and coordinate payroll processing for new hires, terminations, status changes and other adjustments as necessary
- Ensures timely and accurate data integrations between payroll system and ancillary systems, such as benefit providers, accounting / financial systems, etc
- Maintains payroll records and approval processes
- Audits timekeeping records for compliance with established standards and government requirements
- Verifies and enters vacation, sick and holiday pay as needed
- Complies with special rate requirements such as overtime, prevailing wage, etc.
- Processes RSU and stock transactions, ensuring tax liabilities are accurately calculated
- Monitors and manages new and renewal registrations for payroll tax filings
- Responds to and participates in auditor inquiries and selections
- Processes unemployment, certified payrolls, garnishments, levies and employment verifications
- Contributes to continuous improvement efforts with processes and internal controls
- Assist employees in understanding pay issues (paycheck details, contractual progression, calculations, etc.) and providing ongoing education.

## Technical Knowledge and Understanding:

- Payroll Processing
- Working knowledge of payroll software, preferably Workday
- Working knowledge of state requirements
- Experience working with external vendors

## Experience:

- Bachelors' degree in Accounting or related field or equivalent experience;
- Five (5) years' experience preferred
- Strong organizational skills, and the ability to work under pressure
- Ability to maintain a positive working relationships with internal and external customers;
- Working knowledge of payroll best practices;
- Stock administration experience preferred;
- Strong skills using and understanding the flow of transactions in an integrated and automated payroll accounting system;

At Core Specialty we believe that our employees are our most important asset. Helping our employees and their families achieve and maintain good health – physical, emotional, and financial – is the reason Core Specialty offers extremely rich and affordable benefits including, but not limited to medical, dental, vision, and life insurances; short and long-term disability; a Company-match of 100% of a 6% contribution 401(k) plan; an Employee Assistance Plan; Health Savings Account, Flexible Spending Account, Health Reimbursement Account, and gym reimbursement.