



## External Job Posting

<b>Job Title:</b>	<b>Payroll Specialist</b>
<b>Department/Location:</b>	Human Resources/Corporate Office
<b>Reports to:</b>	Director of People, Talent & Culture
<b>Position Supervises:</b>	N/A
<b>Fair Labor Standards Act (FLSA) Status:</b>	Hourly, Non-Exempt
<b>Employment Status:</b>	Part-time
<b>Revision Date:</b>	March 2021

### COMPANY PROFILE

Urban Land Interests (“ULI”) sets the standard for Class A office space in the downtown Madison market by providing services to tenants that meet their needs and exceed their expectations, paying attention to details, and taking the perspective of long term owners. ULI is urban focused, tenant centric, community minded and quality driven. Tenants are our most important stakeholders and employees are our most important asset.

Based on the capitol square, ULI employs approximately 120+ FT & PT employees, serves over 140 commercial, retail and restaurant tenants and manages 1.4 million square feet of Class A commercial office space and nearly 700 residential apartment units in downtown Madison.

### JOB SUMMARY

Utilizing an exceptional attention to detail, the Payroll Specialist will process bi-weekly payroll for 100+ full and part-time, exempt and non-exempt Wisconsin based employees. While demonstrating impeccable customer service this, position will support the human resources department while enhancing the ULI employee experience and supporting best-in-class benefits and programs consistent with our Mission, Vision and Values.

### ESSENTIAL FUNCTIONS & RESPONSIBILITIES

- Lead the bi-weekly payroll process and ensure accurate and timely payments of regular wages, commissions, bonuses, PTO, and holiday pay.
- Have a demonstrated working knowledge of the methodology and process for payroll deductions, withholdings, filings, and payments including FUTA, SUTA, FICA, workers’ compensation, and employee benefits.
- Input and process payroll deductions including benefits, garnishments, child support deductions as required.
- Train new employees and managers on utilization of the timekeeping system.
- Maintain current knowledge of applicable state and federal wage and hour laws.
- Prepare reports by compiling summaries of earnings, taxes, deductions, leave, disability, and nontaxable wages.
- Respond to employee and manager payroll inquiries timely, with confidence and accuracy.
- Ensure all payroll files are complete and accurate and kept confidential.
- Prepare and upload file transfers for vendors including H.S.A., 401k.
- Perform monthly benefit reconciliations to ensure payroll deductions are accurate in vendor and payroll systems.



- Work collaboratively with others to develop and implement processes and procedures related to payroll and compliance.
- Participate in the separation processes including calculating PTO payout/payback, benefit premiums and responding to unemployment claims.
- Contribute to and participate in orientating new employees to deliver an exceptional onboarding experience.
- Perform data entry, report generation and associated maintenance/upgrades in payroll system.
- Work closely with payroll vendor to resolve payroll system issues and process payroll inquiries.
- Respond to employee and vendor requests as it relates to payroll issues.
- Ensure proper documentation is obtained and retained for personnel files.
- Additional duties and projects as assigned.

#### **JOB KNOWLEDGE, SKILLS & ABILITIES**

- Knowledge of payroll principals, practices, regulations and procedures.
- Superior customer service skills.
- High attention to detail.
- Experience handling sensitive information effectively.
- Intermediate Word and Excel skills.
- The ability to adapt to change in the work environment, manage competing demands and ability to deal with frequent change, interruptions, delays, or unexpected events.
- Use company values as described below to drive daily work and in interaction with others.

#### **EDUCATION/CERTIFICATION/LICENSURE**

- An Associates or Bachelor's degree in Business, Human Resources, Accounting, or related field. Equivalent combination of education and/or relevant and demonstrated experience will also be considered.
- FPC and/or CPP designation are a plus, but not required.
- Experience with PDS payroll system is a plus, but not required.
- Bi-lingual English/Spanish strongly preferred.

#### **EXPERIENCE**

- 3+ years of previous payroll experience required.

#### **URBAN LAND INTERESTS' VISION, MISSION AND VALUES**

##### **VISION**

ULI will create and sustain exceptional buildings and tenant relationships that strengthen our communities.

##### **PEOPLE-FOCUSED CORE VALUES**

Our employees, working with a shared vision of creating and sustaining buildings and tenant relationships that strengthen our communities, are the fundamental strength of our company. We achieve this vision through our people-focused core values.

- Tenants are the most important stakeholders in our business. Only by satisfying tenants first do we have the opportunity to satisfy our other stakeholders.



Urban Land Interests

- Our employees are the fundamental strength of our company. We are a company that attracts, develops, retains, and provides opportunity for people who are committed to our shared vision and values. We will foster an environment of mutual respect and accountability.
- We build trust by acting with integrity in everything we do.
- We create value for the owners of the properties we manage and for our company by generating profit that allows us to do more for all of our stakeholders: tenants, owners, employees and our communities.
- We improve the quality of the urban environment in the communities we are part of.
- ULI will remain an independent privately-held company responsible for long term management of our properties.

#### **MISSION**

Urban Land Interests manages, operates and invests in real estate with the perspective of long-term owners committed to improving the value of every building. We build long-term relationships with our tenants by providing services that anticipate and meet their needs and exceed their expectations. We create buildings of exceptional quality that provide attractive living and working environments by paying relentless attention to the details that separate good enough from outstanding.

#### **TO APPLY**

Qualified candidates may forward a resume and cover letter to Human Resources at [HR@ULI.COM](mailto:HR@ULI.COM) and include “**Payroll Specialist**” in the subject line.