



MOSAIC  
FAMILY SERVICES

**Position:** Payroll Specialist  
**Supervisor:** HR Manager  
**Program/Dept.:** Operations  
**Location:** Dallas, TX  
**Hours:** Monday-Friday, 8:45am – 5:15pm, 40 hours/week  
**Type:** Full-time  
**Classification:** Non-Exempt

### **ABOUT MOSAIC FAMILY SERVICES**

Mosaic Family Services is a safe haven for survivors of human rights abuses including intimate partner violence and human trafficking. Mosaic provides shelter, counseling, and comprehensive social services as well as legal representation. Mosaic Family Services transforms, empowers, and rebuilds our clients' lives through culturally competent services.

### **Summary**

The Payroll Specialist will ensure the payroll system is maintained and accurate to guarantee that the appropriate earnings and deductions are made and employees are paid when payroll is processed on time. This position requires regular coordination with the Finance team to ensure accurate labor distribution of payrolls and employees have access to their benefits.

### **Essential Functions and Responsibilities**

- Compile, consolidate, perform, and manage payroll data entry of payroll information ensuring accuracy and completeness such as hours worked, taxes, insurance, employee withholdings, employee identification number, timesheets and other records in UKG Ready.
- Assist with ensuring that payroll practices comply with federal, state, and local ordinances.
- Handles all benefit processes including enrollments and terminations as well as tracking.
- Prepare monthly and quarterly account reconciliations in collaboration with the Finance team for all payroll and employee benefit accounts.
- Review payroll data and correct any errors found in a timely manner to ensure accuracy of payroll.
- Address and resolve employee payroll issues.
- Record changes affecting net wages such as exemptions, insurance coverages, and wage garnishments for each employee to update master payroll records.
- Record data concerning transfer of employees between departments.
- Generate and/or complete monthly, quarterly, and annual reports to comply with federal, state, and local ordinances and for audit purposes.
- All other duties as assigned.

### **Qualifications & Skills**

#### *Required*

- Bachelor's degree in accounting or business or a minimum of 5 years' experience and/or training.
- Knowledge of payroll, wage and hour laws, garnishment, benefits distributions, and common fiscal procedures.
- Excellent analytical and problem-solving skills with a keen attention to detail and accuracy.



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- Strong proficiency in mathematical and calculation skills.
- Strong proficiency in Microsoft Word, Excel, PowerPoint, and HRIS system
- Good research and analysis skills.
- Excellent communication and interpersonal skills.
- Ability to multitask and work independently in a fast-paced work environment.
- Comfortable working with a culturally diverse team.

#### *Preferred*

- Experience in payroll processing in UKG Ready.
- Experience in payroll processing in non-profit sector.
- Flexible hours, including evenings and weekends.
- Knowledge and experience in tax laws and union contracts.

**Salary:** \$50,000-\$55,000 annually DOE

#### **Benefits:**

- Health, Dental, and Vision insurance
- Life and AD&D insurance
- Employment Assistance Program (EAP)
- Employee discount program
- Retirement matching
- Paid Time Off, Holidays and Parental Leave

#### **DEI Statement**

*Mosaic is dedicated to fostering a culture of inclusion, diversity, and belonging where everyone feels engaged, respected, and valued. We do not discriminate based on race, color, creed, religion, national origin, gender, gender identity, sexual orientation, age, familial status, or disability. We encourage applications from traditionally underrepresented communities including BIPOC, LGBTQIA2S+, people with disabilities, veterans, multilingual individuals, and especially individuals with lived experiences similar to our client populations.*

To apply to this position, please send cover letter and resume to [hr@mosaicervices.org](mailto:hr@mosaicervices.org).