



**Nsight, parent company of Cellcom, Nsight Telservices, and Nsight Tower wants YOU to join our team!**

Our family of companies provides wireless, business and residential local service, long distance, internet, web hosting and tower erection and maintenance services in the Midwest. Our green initiatives, commitment to customer service and local philanthropic efforts make us an employer of choice in the state of Wisconsin. We're looking for individuals who are driven, enthusiastic and care about our community. More importantly, we like to hire people looking to grow with an organization and those who are excited about the ever-changing telecommunications industry.

*The **Payroll and HRIS Analyst** processes and distributes accurate and timely bi-weekly payrolls to ensure compliance with federal and state laws. Tracks payroll related employee benefits and assists in funding various aspects of each payroll run. Provide HR & Payroll system support business wide through integration reporting, troubleshooting and upgrades.*

**Responsibilities & Duties:**

1. Updates/maintains employee payroll related data, transmits payroll information, reviews results and executes/tracks payroll funding activities such as remitting wage garnishments, benefit plan payments, insurance premiums, payroll taxes.
2. Evaluates and analyzes employee timesheets and review payroll software entry to create bi-weekly payrolls.
3. Manage and maintain the accuracy of employee data for reporting and distribution.
4. Assist with HR/Payroll system upgrades, integration with internal and external technologies and provide ongoing technical support and maintenance. Coordinate testing and implementation of system upgrades and integrations with Nsight specific system customizations.
5. Provide HR & Payroll system support business wide through integration reporting. Complete weekly and monthly standard reports, as well as generate new reports as requested.
6. Ability to perform root-cause analysis of data, anticipate issues and provide resolutions in the HRIS/Payroll system.
7. Assists with preparing payroll information into the general ledger.
8. Develop user procedures, guidelines, and documentation for payroll and HR related activities. Provide training as needed on the system and processes.
9. Helps to gather employee payroll related information for various benefit plans, audits and agency requests. Fulfills various employee requests for earnings information.
10. Assists Payroll Manager in planning and executing payroll yearend activities.
11. Conduct system audits to ensure integrity; ensure services are in compliance with professional standards, state and federal regulatory requirements related to recordkeeping and reporting.
12. Performs additional related duties as requested or required.

**Requirements:**

- Associate's degree in accounting, payroll or equivalent experience required; Bachelor's degree preferred.
- In addition, a minimum of 2-3 years payroll experience required; proven experience with HRIS software solutions, preferably the Dayforce/Ceridian platform.

Interested candidates can apply online at [www.nsight.com/careers](http://www.nsight.com/careers).

Please contact Amy Werth at 920-617-7108 or [amy.werth@nsight.com](mailto:amy.werth@nsight.com) with any questions.