



**Title:** Payroll & HRIS Coordinator  
**Department:** Finance  
**Office:** Boston  
**Reports to:** Director of Financial Planning & Analysis  
**Status:** Non-Exempt

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**Primary Responsibilities:**

- Timely and accurate processing and reconciliation of semi-monthly and bi-weekly US payrolls
- Timely and accurate processing and reconciliation of monthly UK and French payrolls
- Ensure compliance with payroll, tax, legal and Firm policies and best practices
- Responsible for entering payroll-related changes in both the payroll and HRIS systems including approving address changes, updating tax information, changes in pay rate, special payments, etc.
- Maintains and updates the payroll daily cash sheet; enters ad hoc journal entries into the Firm's Accounting & Finance system as necessary
- Responsible for maintaining all HR data tracked in the Firm's Accounting & Finance system
- Works closely with the HR and benefits teams to ensure the integrity of all data being entered
- Researches and resolves discrepancies; handles routine inquiries from third-party vendors
- Assists with creating and running payroll and HR reports using various business intelligence tools
- Assists with the Firm's annual 401(K), Worker's Comp and tax audits
- Assists with ad hoc projects as requested

**Qualifications:**

- Excellent attention to detail, organized, and able to work under tight deadlines
- Self-motivated; ability to think critically and creatively to identify solutions to business problems
- Excellent time management skills
- Ability to work well under pressure and multi-task
- Excellent verbal and written communication skills
- Bachelor's degree required
- Payroll processing, HRIS and Accounting experience a plus
- 2-4 years of experience in a corporate environment required (experience in a professional services environment a plus).
- Superior Excel skills preferred; database/report writing experience a plus
- Experience with Paylocity and/or Aderant Expert a plus

*Brown Rudnick is an Equal Opportunity Employer*