



Being a part of the Sleepy's family means representing the #1 mattress retailer in America. For over 50 years, Sleepy's has defined the mattress industry by offering our customers unsurpassed service and a comprehensive education on the power of sleep. Our message goes beyond selling mattresses. We are committed to helping people achieve better health, and a better life, thanks to a better night's sleep.

We are passionate about building our team and welcome energetic, dynamic and professional individuals who share in our commitment to excellence. We are proud of our ongoing expansion and the career development opportunities available throughout the Sleepy's organization. Due to our continued success and dedication to our employees, Sleepy's offers competitive compensation, excellent training and an extensive benefits package.

With a career at Sleepy's...everything is possible.

We are currently looking for a Payroll Specialist to join our team!

Responsibilities include but are not limited to:

- Process biweekly payroll for sales staff maintaining draw vs. commission schedules.
- Input salary changes, department and position changes for sales staff.
- Process time benefit payouts, commission payments, and prepare vacation payout schedules.
- Process daily upload from HRIS system to ADP.
- Create and import files to ADP.
- Maintain the time and attendance system for sales staff
- Answer employee inquiries and interprets time off benefits in accordance with company policy.
- Additional responsibilities as assigned by Management.

Job Requirements:

- 5 – 7 Years progressive payroll experience utilizing ADP or equivalent.
- Experience with processing sales commissions preferred.
- Multi-state and local tax knowledge.
- Working knowledge of ADP Time Saver or equivalent time and attendance system.
- Knowledge of Oracle HRIS or equivalent HRIS system.

- Proficient in ADP Report Smith.
- Experience with time benefit accruals.
- Proficient in Microsoft Excel and Outlook.
- Excellent oral and written communication skills.
- Strong attention to detail.
- Strong organizational skills.
- Ability to work as a team member.
- Ability to multi-task in a fast paced environment.

**Additional Details:**

Salary commensurate with experience

Sleepy's offers an impressive benefits package including, but not limited to, the following: medical, dental, vision care, 401(k) plan and generous employee discounts. Visit our website at [www.sleepys.jobs](http://www.sleepys.jobs) for a complete listing of all available benefits.

Sleepy's is an equal opportunity employer M/F/V/D.

**To Apply:**

Please submit your resume to Dina Scandura at [dscandura@mattress.com](mailto:dscandura@mattress.com)