

# STATE BANK

& Trust Company  
EEO is the Law

## **Client Integration Specialist** **Macon, GA**

### **Summary**

Altera Payment Solutions (APS) Client Integration Specialist -Responsible for the setup of new clients within the Altera payroll and/or Human Resource Information Systems (HRIS). Ensures client data is converted and integrated completely, accurately, and through established policy guidelines. Coordinates with assigned Processors and necessary team members of client requirements. Provides system training to clients as needed.

### **Functions**

- Setup and manage new clients during onboarding process into the Altera systems
- Use existing policies and checklists to ensure all items are entered completely and accurately.
- Notify assigned processor and Altera team of any special requirements for the client.
- Creation of data integration files, maintaining current data coding within systems, and submission of files
- Compliance to deadlines, especially when managing multiple assignments.
- Provide client and internal support for Altera systems as needed.
- Continuously learning software enhancements and HR/Altera related policies
- Training new clients throughout onboarding process
- Performs other work-related duties as assigned.

### **Education/Experience**

- Bachelor's degree (B. A.) from four-year college or university.
- 3-5 years' experience in payroll processing and knowledge of HRIS. Solid understanding of payroll and payroll tax laws is also a must. Proven facility in MS Office, data entry and office equipment (i.e. telephone, 10-key or calculator, PC, FAX machine, photo copier)
- Excellent written, oral, and presentation communication skills; Excellent organizational, planning, and prioritization skills.
- Ability to work quickly – both individually and as part of a team.
- Ability to ready, analyze and interpret contracts, policies, documents and regulations.
- Ability to write reports and business correspondence.
- Ability to effectively establish rapport, present information and respond to questions from Managers, Clients and Customers

**TO APPLY VISIT OUR WEBSITE [WWW.STATEBT.COM](http://WWW.STATEBT.COM)**

#### **Employment at Will**

Employment with State Bank & Trust is "at-will." This means that you or the Bank may terminate your employment at any time with or without notice or cause.

#### **Employment Eligibility Verification**

Employees are required to present proof of identity and eligibility to work in the U.S. State Bank participates in E Verify.