

Invicta Solutions Ltd. is growing fast, and we're looking for a sharp, proactive Payroll Specialist to support an exciting U.S. healthcare staffing client. Apply by December 02, 2025, Send your resume to connect@invictasl.com www.invictasl.com



WE'RE HIRING

PAYROLL SPECIALIST (REMOTE)

Invicta Solutions Ltd. is looking for a detail-oriented Payroll Specialist with strong analytical skills and expertise in payroll operations. The role involves working closely with a U.S.-based team to ensure accurate, timely, and compliant weekly payroll processing in a collaborative, fast-paced environment.

Work Hours: 6:00 PM – 3:00 AM (Bangladesh Time)
Workdays: Monday – Friday
Job Type: Remote (Client-Based in USA)

Key Responsibilities:

- Process weekly payroll accurately and on time for healthcare professionals
- Review and verify timecards, hours worked, overtime calculations, and shift differentials
- Identify and resolve discrepancies by coordinating with nurses and healthcare facilities
- Maintain and update payroll records in compliance with U.S. labor and staffing regulations
- Prepare required payroll reports, summaries, and documentation
- Collaborate with internal teams to ensure seamless payroll operations
- Respond promptly and professionally to payroll-related queries from staff and clients

Job Requirements:

- Bachelor's degree in any discipline
- 1–2 years of payroll experience (U.S. healthcare staffing experience preferred)
- Strong understanding of payroll processes, OT rules, and compliance
- Proficiency in Microsoft Excel (VLOOKUP, Pivot Tables, formulas)
- Experience with payroll or HRIS software is an advantage
- Exceptional attention to detail with strong ownership and accountability
- Ability to meet deadlines and work efficiently under pressure
- Strong analytical and problem-solving abilities

If you are interested, send us your resume at connect@invictasl.com on or before December 02, 2025

www.invictasl.com