

Allied Universal® is hiring a **Payroll Approvals Specialist**. The Payroll Approvals Specialist will be responsible for processing all investigator payroll submissions and assisting the Operations team. This position will compare payroll submissions (to include expense receipts) against company standards and GPS reports to ensure financial integrity for the company's internal and external customers. The Payroll Approvals Specialist will also audit payroll and expenses holistically, so company payroll and expense guidelines are followed and enforced.

#### **ESSENTIAL JOB DUTIES AND RESPONSIBILITIES:**

- Review submitted payrolls and any associated reports, case attachments, or expense receipts
- Audit expense receipts daily against company policy
- Communicate effectively and professionally with Field Operations, Field Management, Operations Management, and Payroll/Expenses Department
- Proficiency in Microsoft Outlook, Excel, Word, and PowerPoint required
- Communicate effectively and professionally; oral and written
- Ability to remain highly productive in a changing environment, strong attention to detail, organizational skills, and maintain a high level of confidentiality
- Office / Team environment
- 

#### **BASIC QUALIFICATIONS:**

- Formal Education, Licenses, and Certifications Preferred:
  - Preferred to possess one or more of the following:
    - A Bachelor's degree in Finance, Accounting, Business, or related degree
    - An Associate degree in Finance, Accounting, Business, or related degree or a minimum of one (1)-year of experience in a related field
- Type and Length of Specific Experience Required:
  - If previously employed, meaningful and verifiable work history

**ALLIED UNIVERSAL Compliance & Investigations, INC** is an Equal Opportunity/Affirmative Action Employer. Our policy is to recruit, employ and promote without regard to race, color, religion, sex, sexual orientation, gender identity, age, national origin, disability, veteran status, marital status, genetic information or other factors protected by applicable law. Our commitment is to equal treatment for all.

Allied Universal® is hiring a **Video Technician**. The Video Technician will view videos and compare actions observed to the text of the report concerning subject activities. This individual will monitor the video to-be-graded report throughout the day to ensure our product is processed in a timely manner to achieve the due date goals of our clients. This individual will also closely monitor each video for evidence of aggressive video efforts which could lead to future invasion of privacy if continued.

\*This position requires applicant to be in the Raleigh, NC office\*

#### **ESSENTIAL JOB DUTIES AND RESPONSIBILITIES:**

- Reviews and compares video observed to the report submitted for accurate statements of what occurred, and for correct chronological (date & time) representation
- Processes and copies any vendor video requests
- Communicates any video issues to Investigators, DOIs, and/or Case Managers

#### **BASIC QUALIFICATIONS:**

- Formal Education, Licenses, and Certifications Required:
  - Must possess one or more of the following:
    - An Associate's degree in a related degree with a minimum of one (1)-year of experience in a related field
- Type and Length of Specific Experience Required:
  - If previously employed, meaningful and verifiable work history

**ALLIED UNIVERSAL Compliance & Investigations, INC** is an Equal Opportunity/Affirmative Action Employer. Our policy is to recruit, employ and promote without regard to race, color, religion, sex, sexual orientation, gender identity, age, national origin, disability, veteran status, marital status, genetic information or other factors protected by applicable law. Our commitment is to equal treatment for all.