

# PAYROLL MANAGER

Division/Department:	Corp Fin/Acctg	Reports to:	Chief Accounting Officer		
Job Code:	1025	Job Classification:	Exempt	Updated:	7/3/2018

## POSITION SUMMARY

The position is responsible for the administration, processing and compliance of all payroll-related functions.

## POSITION RESPONSIBILITIES

- Manage and guarantee Semi-Monthly disbursement of multi-state payroll, including garnishments, benefits and taxes to approximately 300 employees consistent with federal and state wage and hour laws.
- Ensure the processing of new hires, temporary workers, transfers, promotions and terminations is accurate and processed in a timely manner.
- Process off-cycle bonus and long-term incentive payments.
- Supervise and manage workload and development of payroll staff, including Payroll Specialist
- Critically review and analyze current payroll, benefits and tax procedures in order to recommend and implement changes leading to best-practice operations and according to SOX compliance requirements.
- Support all internal and external audits related to payroll.
- Audit and approve all payroll changes for processing.
- Coordinate audit of 401(k) benefit plan and related filing of Form 5500.
- Direct the preparation of payroll related documents.
- Ensure all payroll records are maintained according to statutory requirements.
- Prepare and review payroll account reconciliations.
- Communicate actively with Operations, HR and Accounting to review cross-departmental impacts and reconcile data sharing.
- Ensure payroll system is maintained to reflect our current employee base, including wages, benefits, and accurate PTO balances.
- Manage regular preparation of relevant management reports, including weekly, monthly, quarterly and year-end reports.
- Coordinate with HR to assist in salary planning presentations to Compensation Committee and Board members.

## REQUIREMENTS

- Bachelor's degree
- Five or more years' experience managing multi-state payroll department and experience with payroll tax at the federal, state and local levels
- Strong leadership skills with ability to lead staff to high level of performance
- Extensive knowledge of UltiPro software
- Strong organizational skills with an ability to plan and perform multiple tasks
- Advanced Excel skills with ability to create pivot tables and macros
- Prior system conversion experience a plus
- Business Intelligence (Cognos) experience desired.

## PHYSICAL / MENTAL REQUIREMENTS

- Requires considerable concentration and focus. It is subject to stress caused by a changing environment, diversity in the organization, tight deadlines and workload.
- Normal concentration/intensity, which includes prolonged mental effort.
- Normal memory, taking into consideration the amount and type of information.
- Normal complexity of decision making.
- Normal physical mobility, which includes movement from place to place on the job taking distance and speed into account.
- Normal physical strength to handle routine lifting and transporting of moderately heavy objects, such as computers and peripherals.

## WORK ENVIRONMENT

- The duties of this position are typically performed in an office setting with normal ranges of temperature and a moderate to high level of office background noise. The majority of duties are performed while sitting at a desk.
- Communication typically occurs through face-to-face interaction, as well as via e-mail, telephone and written correspondence. This job also requires the ability to use other office equipment such as copier, fax machine, etc.
- Occasionally travel to meetings throughout the office and at other company office sites and client locations.
- Constantly work in a team environment, effectively and efficiently achieving goals, improving processes and resolving problems.
- Regularly work in excess of 40 hours per week.

To apply for this position please click on the link below:

[https://rew31.ultipro.com/BLU1001/jobboard/NewCandidateExt.aspx?\\_JobID=1450](https://rew31.ultipro.com/BLU1001/jobboard/NewCandidateExt.aspx?_JobID=1450)