

# Job Description

**Job Title: Lead Payroll Specialist****GENERAL PURPOSE OF JOB**

The Lead Payroll Specialist is responsible for leading a team of Payroll specialists in the preparation, distribution and reporting processes related to payroll.

**KEY RESPONSIBILITIES**

- Lead the day-to-day operations of the payroll processing team ensuring the processes are running effectively and accurately.
- Perform payroll processing activities, including compute wage and overtime payments, calculate and record involuntary and voluntary deductions, process terminations and determining appropriate state and local income and unemployment taxation.
- Review, interpret and maintain garnishments, levies and child support orders in accordance with Federal, State and local regulations.
- Review, audit, reconcile and correct/update payroll prior to transmission to ensure proper pay calculations, tax calculations, and general ledger/treasury processes are performed completely, accurately and in compliance with company policy, federal, state and local regulations.
- Maintaining related records and reports and prepare ad hoc reports for management; in response to audit and in support of day to day requests.
- Define standard operating procedures and continuous improvement opportunities for the group.
- Lead year-end payroll processes: company specific activities, compliance activities, year-audits, W-2 audits, W-2 processing and distribution.
- Coordinate W-2c process with Tax Specialist.

**JOB REQUIREMENTS**

*Appropriate experience may be substituted education on an equivalent basis.*

**Education:** Associates degree in Finance, Accounting, Business or related field. Bachelor's degree preferred.

**Experience:** Minimum of five years of experience in corporate payroll department for a medium/large size company with multi-state locations, with proven expertise in end to end payroll processing and knowledge of Federal and State regulations is required.

**Certificates, Licenses, Registrations:** CPP preferred

**Knowledge, Skills & Abilities:**

- Strong Interpersonal skills with ability to influence, negotiate and problem solve
- Premium customer service skills
- Ability to maintain a positive attitude and work well in a team oriented setting
- Ability to manage multiple priorities in a fast paced working environment.
- Ability to maintain the privacy and confidentiality of the data and information they are accessing
- Strong written and verbal communication skills, with the ability to work effectively with employees at all levels of the organization.
- Proficient with navigating multiple systems, with experience in PeopleSoft, Oracle Fusion and/or Kronos preferred.
- Proficient Excel skills required, with a working knowledge of other Microsoft Office Suite applications (Word, PowerPoint, etc)