



JOB DESCRIPTION

Payroll Operations Manager - POSITION SUMMARY

We are seeking a motivated, experienced Payroll Operations Manager to join our fast-growing team. The Payroll Operations Manager will be responsible for performing a wide variety of record keeping and payroll processing activities including entering new hires into the payroll system, posting changes in pay and tax status, processing the payroll of our US employees and ensuring compliance with state and federal regulations. The ideal candidate has a track record of success as a payroll manager in a high-growth, fast-paced environment. We are looking for someone who takes ownership and pride in the payroll process, is dedicated to ensuring employees are paid accurately, and who has an open-mind and positive attitude.

Responsibilities Include:

- Experience implementing a payroll system
- Working in a Sarbanes-Oxley environment
- Collect, calculate and enter data to ensure accurate payroll including changes in exemptions, insurance coverage, savings deductions
- Ensuring payroll is accurate, timely, and reconciled including ESPP and Stock entries;
- Analytical review of payroll information, including but not limited to: bi-weekly payroll, usage of paid childcare leave, bereavement leave, jury duty, vacation, sick time
- Implement, document, and maintain adequate and effective workflows to improve the payroll cycle, including new hires, terminations, time tracking, time off, etc.
- Run reports and provide trends and monthly analysis on compensation data, employee headcount, pay, variable compensation, overtime and special equity programs
- Implement and administer time reporting systems to ensure the proper setup of FLSA overtime and the timely collection of employee hours for processing in the payrolls
- Ensure state and local tax information is set up correctly in payroll system and maintained
- Quarterly tax filings: Ensure all exceptions and errors on quarter reports are cleared in ADP for Quarter balancing report, Wage detail total, Employee Quarter error, W-2, Annual balancing
- Manage governmental reporting obligations, W2s and ACA reporting
- Reconcile Payroll related accounts to general ledger (monthly and quarterly)
- Calculating and recording payroll expense, payroll liabilities, and other related transactions to the G/L;
- Prepare payroll journal entries
- Act as point of contact for general payroll related inquiries
- Prepare for and manage audits (Workers Compensation, etc.)
- Performs audits related to local tax and direct deposit set up
- Maintain 401k program, ensure that employee deductions, employer match, loan repayments are configured correctly in payroll system and oversee audit process
- Ensure that all garnishments and levies are done in accordance with the law.
- Coordinate with Human Resources to ensure that employee deductions for health, dental and retirement contributions are accurate for the respective plans.
- Accurately process biweekly payroll for employees and process off-cycle, termination, direct deposit, and reversal payments as needed. Additionally, process all employee payroll changes (status changes, direct deposits, W4, etc.) when necessary,
- Systems implementation – configuration
- Payroll legislation
- Multi-state / multi-country
- Benefit recon
- Coding from payroll to W-2 to general ledger accounts
- Preapproval processes
- SOX processes

Desired Skills and Experience

- Bachelor's degree or equivalent work experience.
- Minimum of five years of payroll experience, including at least two years of in-house payroll and tax processing experience in a payroll department with HR to PR system integrations
- Certified Payroll Professional Designation preferred; basic payroll class completion (local APA chapter) a plus
- American Payroll Association member a plus
- Advanced knowledge of federal and state payroll and tax requirements and regulations. Multistate experience is required
- Experience with international payroll is a plus
- Proficient working with larger payroll systems that integrate or interface with other systems (Paylocity is preferred)
- Experience with accounting month-end close process and NetSuite software, including recording journal entries, knowledge of how payroll transactions affect the GL and ability to reconcile payroll accounts
- Team player with the ability to multi-task, handle multiple deadlines with quick and efficient time management and be flexible in a dynamic work environment
- Excellent interpersonal and written communication skills
- Ability to use appropriate and confidential procedures to collect, organize, and maintain sensitive HR information.
- Intermediate Excel skills required
- Highly organized