



## Payroll Manager

### Job Scope

The Payroll Manager is responsible for managing the payroll process, ensuring accurate and timely payment of wages and salaries to employees, and complying with all federal and state regulations. The manager will also work with other departments to ensure a smooth payroll process.

### Responsibilities

- Implements maintains, and reviews payroll processing systems to ensure timely and accurate processing of payroll transactions, including salaries, benefits, garnishments, taxes, and other deductions.  
Manages weekly and semi-monthly payroll functions, including verifying hours worked, taxes, and deductions in coordination with our payroll vendor, Paycom.  
Oversees paid time off plans, including calculating accruals, configuring new plan designs in Paycom, auditing and assigning employees to proper accrual profiles, and tracking balances and carryover.  
Ensures accurate and timely processing of payroll updates for new hires, terminations, and changes to pay rates.  
Maintains and troubleshoots the Company's various electronic timekeeping applications.  
Provides general ledger support via reconciliation and analysis of payroll-related accounts.  
Responsible for developing and implementing processes that ensure information quality and timeliness.  
Work with HRGs to develop SOPs on information input & output.  
Produce proper reporting and analytics that serve as process and information audits.  
Completes year-end review and close out of payroll, including generating and auditing W2s and 1095-Cs and working with Paycom to provide reporting and tax documents as needed.  
Ensures compliance with federal, state, and local payroll, wage, and hour laws and best practices.  
Facilitates audits by providing records and documentation to both internal and external auditors.  
Identifies and recommends updates to payroll processing software, systems, and procedures.  
Performs other duties as assigned.

### Requirements

- Minimum 5 years of relevant experience required.  
Extensive knowledge of the payroll functions including preparation, internal controls, and payroll taxes/deductions.  
Excellent organizational skills and attention to detail.  
Strong analytical and problem-solving skills.

As an EEO/Affirmative Action Employer all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, veteran status.



Proficient with Microsoft Office Suite or related software.  
Proficient with payroll software.

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