**Payroll Consultant/Advisor**

**Needs PeopleSoft or similar product (something that functions with queries) and strong payroll/payroll tax knowledge.**

**Will manage an outsourced payroll function.**

**Salary = $75K**

**Location = Princeton NJ**

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| **Job Description:** Executes organization’s payroll functions in People Soft (current state) which include set up of tax tables for wages and benefits, oversight of payroll processing and year end processing including the 990 preparation.   Provides oversight of the processing of payroll payments, tax filing and resolution, verification of tax table set up and governs the contractual obligations which include reviewing SLA¡¦s and accurate invoicing with the payroll provider (future state).  Follows proper governmental reporting procedures and monitors regulatory adjustments. Overseas and executes all Accounting related functions including preparing all J/E’s and account analysis on payroll including escheatment.   Responsibilities:  Implements and maintains internal controls that insure integrity of payroll processes.   Overseas Payroll Department and monitors work performance.   Develops and implements training for staff on policies and procedures   Maintain and manage current state of processing payroll, tax filing and tax table set up with People Soft until implementation of outsource payroll provider.   Reviews payroll for accuracy for pay and tax processing.   Manages the accuracy of documentation and distribution of payroll checks and payroll taxes with payroll provider   Reconciles and audits payroll records, prepares all journal entries and performs all G/L account analysis to ensure proper posting of payroll entries.   Submit all payroll and third party funding requests to Treasury.  Reviews all payroll providers invoicing for accuracy and work with PASS/SWS and Time and Labor to coordinate approvals. Responsible for submission, payment the PO process of payroll provider.   Ensures payroll provider meets the contractual SLA¡¦s and executes transactions and processes timely and accurately which includes verifying tax table set up for wages and benefits.   Document and maintain issue log with payroll provider   Provide and develop metric reports to on payroll provider in accordance to the contractual obligations.   Key Liaison for escalation to Manager and Team with SLA¡¦s issues on payroll provider.   Resolve discrepancies and disputes with payroll provider while negotiating fee resolution for SLA¡¦s.   Serve as key Tier III support contact to answer payroll provider questions for resolution and source for communicating policy to payroll provider.   Reviews payroll and tax reports for accuracy and assists payroll provider with disputes from government agencies.   Develops payroll procedures and process for exception processing, year end, and audit requests with payroll provider.   Work closely with external audit requests to ensure information is submitted reconciled and timely   Compiles payroll statistic reports for external audit requests and tax department.   Create queries and reports to provide 990 and other tax related information and ensures accuracy of all information and develop processes to validate information.   Reviews and ensures tax remittance and monthly, quarterly and annual filing of payroll provider.   Ensure Honorarium UI and tax reports are submitted timely and accurately to payroll provider and set up processes to validate the reports received from Honoraria are accurate before submitting to payroll provider.   Sets up annual payroll and third party funding calendars.   Ensure all payroll records are in accordance with retention policies and set up retention process with payroll provider.   Coordinates receipt of data for special pays with SWS and payroll provider.   Manage escheatment process for payroll and ensure timely reporting to Treasury.   Oversee process of International rater payments being in compliance working with PASS and payroll provider.   Represent the payroll department on all enhancements / IT support needs.   Prepare budget and forecasting with variance analysis for department and communicate to other divisions (SWS/PASS)on forecasted budget .   Ensures all SLA’s and contractual obligations are met with payroll provider   Ensures all tax table set up for wages and benefits are accurate.   Key Liaison for escalation of provider issues to team.   Key contact for all issue payroll related issue resolution and communication with service provider   Key contact for providing all accurate and timely external audit requests and internal contact for tax related reports   Setting up process/procedures and developing metrics.   Excellent communication skills working with internal departments as well as third party vendors. | |
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| **Required Experience:**  Education, Certifications, or Special Licenses:  Bachelor’s degree in Business, Accounting or Finance required.   Certified Payroll Professional (CPP)   Work Experience: 5 - 7 years of payroll management experience   5+ years in a leadership role   Peoplesoft proficiency required   Vendor governance payroll processing preferred.   Excellent customer service and interpersonal skills   Excellent negotiating skills and working with SLA¡¦s/metrics.   Multistate tax experience required.   Knowledge of payroll, tax law principals on wages and benefits.   Knowledge of General Accounting, preparing J/E’s, account analysis, G/L mapping and escheatment.   Knowledge of employee benefits and taxes as it relates to Payroll   Knowledge of International payroll processing experience preferred | |

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