Payroll Manager

**Cherry Hill, NJ** - **Full Time - Regular**

Link to job: <http://bit.ly/1sbvTC7>

[www.amwater.com](http://www.amwater.com)

**Primary Role:**

The Payroll Manager is responsible for the team management, oversight and accountability of Payroll Processing and Payroll Tax & Accounting. Manages the in-house payroll processing operations within a multi-pay, multi-state, multi-entity environment, and multi-system environment. Ensures the on time and accurate issuance of payroll payments and related reports for weekly, monthly and special payrolls. Responsible for ensuring that all internal and external guidelines and deadlines are met. Ensures the appropriate level of controls and confidentiality, as well as establishing and monitoring internal controls and procedures.

Responsible for the team management, oversight and accountability for all Employee Services Department activities and responsibilities within the Shared Services Center.

Responsible for the identification of and the implementation of key Employee Services related process improvements.

Ensure the timely and accurate processing of payrolls for the entire American Water population, including W2 issuance.

Lead Employee Services functions within a union/non union, multi-pay, multi-state and multi-entity environment.

Ensure all payroll related tax payments and filings to federal, state and local authorities are accurately calculated and remitted timely.

Ensure all payroll related accruals, and account reconciliations are performed in accordance with American Water policy and procedures.

 **Key Accountabilities:**

Manage and develop a team of payroll, human resources and accounting professionals; provide coaching, mentoring and ongoing career development opportunities.

Responsible to ensure accurate and timely reporting of employee HR/Payroll related data as requested by regulatory authorities, AW business unit managers or directors, internal or external auditors.

Ensure that a high level of customer service is provided on a broad range of employee services related issues (time and attendance, overtime, taxation, imputed income, stock options, relocation taxing issues, employee elective deductions, capital overhead allocations, and payroll related accruals).

Maintain effective working relationships with service and operating company directors, HR managers, business unit managers and other departments within the Shared Services Center of American Water.

Responsible for developing and implementing new procedures and or system enhancements to improve the departments’ efficiency.

**Education:** 4 Year Undergraduate Degree required.

**Skills:**

* Strong customer service orientation and an emphasis on attention to detail.
* Strong intuition and the ability to communicate opportunities for improvement in a clear and concise manner.
* Creative problem solving and critical thinking skills.
* Ability to manage projects and identify opportunities for improvement, while supporting day to day operations.
* Strong ability to utilize technology to support streamlined processes and efficiency.
* Demonstrated ability to build relationship and work in a collaborative and team based environment.
* Ability to partner with technology resources to create efficiencies in payroll operations

**Knowledge:**

Strong knowledge of federal, state and local regulations as it pertains to payroll employment/income taxes and FLSA issues

Demonstrated strong leadership ability, including coaching and mentoring of direct reports.

Has proven experience in creating a challenging business environment by engaging direct reports and establishing career development plans.

**Experience:**

* SAP Required
* ADP experience desired..
* Ten plus years prior payroll and human resource experience required.
* 5 years supervisory experience required.
* Experience working with unions required

**Key Interfaces/ Relationships:**

Past and Present Employees of AW

Finance and HR function in Corporate and Regional Business Centers

Outside Vendors and Plan Administrators

Federal, State, Local and Regulatory Authorities

EOE/Minority/Female/Disabled/Veteran

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