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**Payroll Manager**

**$100,000-$110,000 + 15 % bonus**

**Cherry Hill, NJ**

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 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 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 Centers.

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

**Patrick F. Luddy Jr**

Executive Recruiter

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