**Payroll Manager (2 open positions)**

*Reading, PA area and King of Prussia, PA Area*

**Key tasks of Payroll manager**

1. Manage and guarantee weekly disbursement of multi-state payroll, including garnishments, benefits and taxes consistent with federal and state wage and hour laws.

2. Ensure the processing of new hires, temporary workers, transfers, promotions and  
terminations is accurate and timely.

3. Supervise payroll staff, including payroll supervisor and payroll specialists.

4. Critically review and analyze current payroll, benefits and tax procedures in order to recommend and implement changes leading to best-practice operations.

5. Personally process weekly paychecks for Executive staff.

6. Audit payroll balance sheets, YTD earnings, etc.

7. Communicate actively with Operations, HR and Billing to review cross-departmental impacts and reconcile data sharing.

8. Partner with HR and benefits in aligning and implementing a more sophisticated payroll and benefits system.

9. Ensure systems are set-up and updated to reflect our current employee base, including wages, benefits, sick and vacation time in line with contracts (union and non-union).

10. Manage regular preparation of relevant management reports, including weekly, monthly, quarterly and year-end reports (gross payroll, hours worked, vacation accrual, tax deductions, benefit deductions, etc.).

**Job specification:**

1. BA or BS degree in Accounting or Finance or an equivalent level of knowledge in a relevant field

2. 7+ years of experience with payroll work.

3. 3+ years of experience with managing staff.

4. Experience with the taxation.

5. Experience with the taxation of employees on visas working in the US.

**If interested please email your most updated resume to Mike Moran for consideration:** [**mmoran@beaconhillsg.com**](mailto:mmoran@beaconhillsg.com)

Any questions you can give me a call as well: 484-775-2087