**PAYROLL MANAGER (AWI)**

Location: Lancaster, PA, US, 17603

Armstrong Ceilings, a division of Armstrong World Industries, Inc. has a job opportunity for a Payroll Manager to be located at our Corporate Headquarters in Lancaster, PA. This role leads and manages payroll services for Armstrong employees. The Payroll Manager will primarily be responsible for ensuring every Armstrong employee is accurately paid on-time, including 3rd party payments and taxes. This position focuses on continuous process improvement and standardization while managing the daily priorities, workload, and transactions of the team.

**Essential Duties and Responsibilities** (Include the following. Other duties may be assigned)

* Ensuring every Armstrong employee is paid accurately on-time, and in compliance with federal, state, and local regulations.
* Providing guidance and expertise in payroll tax including tax withholding, quarterly and annual payroll tax processing, and W2’s
* Measuring and monitoring team performance for team members, making necessary adjustments to meet business needs and regulatory requirements
* Ensuring new hire paperwork is processed, payroll data records are maintained, timekeeping and leave reporting is processed, disbursements are calculated and paid, and accounts receivables are tracked and payments recorded
* Interpreting and ensuring compliance with payroll policies and procedures impacting payment of salary and pay practices
* Assisting internal and external auditors
* Managing the daily operations of the Payroll team, including time and attendance, payroll reconciliations, third-party payments, medical and insurance premiums, etc.
* Identifying, developing, and implementing proactive solutions that facilitate effective executive of internal processes and services
* Identifying areas for improving daily operations within the Payroll team
* Assuring appropriate staffing and processes to support all internal and external customers
* Communicating effectively with employees, retirees, vendors, HR, Legal, etc. to resolve payroll issues and concerns
* Coordinating and implementing updates that result from payroll federal and state regulatory policy or program changes, contract changes, vendor changes, etc.
* Planning and allocating workload, managing exceptions, and resolving escalations from the HR Employee services team
* Building and maintain a strong functional team through effective recruiting, training, coaching, performance management, and team building
* Facilitating collaborative working relationships with internal business partners
* Acting as a role model and coach for all team members within Payroll as required, ensuring they are fully trained

Supervisory Responsibilities:

* Manage a team of 4-5 payroll professionals.

**Required Qualifications for the Payroll Manager:**

* GED or High School diploma required
* 5+ years of payroll experience, including demonstrated knowledge and experience with payroll, time reporting, leave tracking, and related software including SAP, ADP, e-time
* 4+ years of experience in a similar position managing a payroll organization in a large corporate environment
* Proficiency in Microsoft Office, including expert knowledge of Excel
* Ability to plan, organize, coordinate, and direct the work of staff
* Ability to maintain confidentiality and handle sensitive situations with solid judgment and discretion
* Extensive knowledge of unions, federal, state, and local payroll tax laws and filing, and the associated reporting and compliance requirements

**Desired Qualifications:**

* Bachelor's degree in a related field preferred
* Certified Payroll Professional (CPP) certification preferred
* Understanding of payroll best practices, including payroll accounts receivable, levies, or earnings withholds orders and wage assignments

**About the Location (Lancaster, PA)**

Located in South Central Pennsylvania, Lancaster is ideally situated for easy access to major metropolitan cities such as Philadelphia, Baltimore, Washington DC and New York City. Lancaster offers a vibrant arts and entertainment community with wonderful historic sites, B&Bs, museums, world class shopping, entertainment venues and restaurants. Click here to read stories about Armstrong employees and how they have found “home” in Lancaster County and surrounding areas.

**Why Armstrong?**

Established in 1860, Armstrong World Industries, Inc. is a multi-billion dollar global leader in the design and manufacture of floors and ceilings with a focus on innovation, design, and environmental sustainability. Based in Lancaster PA, Armstrong serves both the residential and commercial markets operating plants and distribution centers in eight countries with over 9,000 employees worldwide.

**Benefits Package**

Standard benefit package offerings: Medical, dental, prescription drugs, life insurance

Long term disability coverage

Vacation and sick time

Product discount programs.

*Equal Opportunity Employer*: Armstrong is an Equal Opportunity Employer M/F/Disabled/Vets.

Click here to apply directly: <http://bit.ly/1NTNxcb>