**Director of Payroll and HCM Compliance**

Located in West Philadelphia Suburbs

Essential Duties and Responsibilities

Including the following. Other duties may be assigned:

* Perform as an internal adviser on any matters relating to the company’s ongoing local, State and Federal compliance efforts; within all of the company's HCM, Payroll, and other interfacing systems, such as Accounting, Information Systems, etc.
* Be able to manage plans for the implementation and continuing maintenance of complex HR, payroll, and time keeping programs throughout the company (currently using ADP Enterprise, ADP e-Time, ABI Master Mind, Kronos, etc.)
* Establish controls and standards for payroll and time keeping systems:
  + Calculating State and/or Federal FLSA wage and hour rates for regular, overtime, double time, etc.
  + Capturing accurate live time punches (begin/end times), meal periods, split shifts, total daily hours worked, etc.
  + Ensuring the rounding of live time punches are calculated consistently.
* Lead the development and implementation of company goals and priorities relating to payroll management in compliance with State and Federal Laws, Wage and Hour Laws, and company policies and procedures.
* Abides by company Human Resources policies to ensure compliance with legal requirements, and government reporting regulations affecting payroll and accounting functions. Assists facilities in upholding compliance with all state regulations concerning HCM and payroll.
* Safeguard and supervises the development and publishing of payroll policies and end user documentation, and offers internal communications, training, and guidance to field payroll systems end users such as:
  + Providing ongoing training to payroll system end users on all company payroll policies and procedures.
  + Ensuring that all payroll and time keeping policies, practices and procedures are stated in writing.
  + Confirming that all written payroll and time keeping policies are posted for employees at all worksites.
* Completes root cause analysis in order to respond to systems issues, and provide ideas, recommendations and explanations to key stakeholders responsible for preparing payroll driven tax, year end, general ledger, IRS/DOL filings and audits to include:
  + Auditing employee earnings statements for errors (e.g. rates of pay, hours worked, gross to net, deductions, etc.)
  + Testing time keeping systems to flag missed, short and/or late meal periods, potential meal period penalties, etc.
  + Ensuring payroll processors retain all payroll records for State and/or Federal minimum retention periods.

Supervisory Responsibilities

• Provide advice to Sr. Management for the tactical direction of the Corporate Payroll department, and provides guidance, mentoring, and training to field payroll processers.

• Carries out supervisory responsibilities in accordance with company policies and applicable laws

• Responsibilities may include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding; disciplining employees in conjunction with Human Resources; addressing complaints and resolving problems.

• Supervise the internal and external audit processes for payroll and HCM systems.

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions:

• Able to understand and apply payroll tax, law, regulations and requirements to existing payroll processes.

• Strong analytic and critical thinking skills.

• Excellent oral, written and interpersonal skills.

• Excellent data analysis, basic accounting and journal entry skills.

• Ability to work with and maintain highly confidential information is required.

• Ability to function both independently and as a team member.

• Training experience desirable.

• Project Management Experience desirable

• ADP Enterprise payroll systems and/or Enterprise e-Time systems strongly desirable.

• Extensive knowledge of Microsoft Excel and Word as well as computerized accounting software.

Education and/or Experience

• B. S. in Accounting, Finance or Information Systems from a four-year college or university

• At least 10 years' experience in administering and managing payroll and time-keeping systems.

• CPP Preferred

• ADP Enterprise v.5 and Enterprise e-Time knowledge strongly preferred

• Experience implementing HCM systems strongly preferred

• Knowledge of ADP, Workday, Ultimate, Oracle or SAP a plus

• Experience applying HCM systems or modules for time, payroll, HR

**Application Information:**

Send resumes to Dan Goodman – [dgoodman@beaconhillstaffing.com](mailto:dgoodman@beaconhillstaffing.com)