

We are currently recruiting for a Senior Payroll Administrator. This is a direct hire opportunity and the position is based in South Jersey. Our client is a global organization that has an opening for Senior Level Payroll Administrator. This is a direct hire position paying \$90K annually plus benefits! Large company, great benefits, and room for growth!

Details below – please reach out if you are interested!

### **Responsibilities:**

- Assist in the processing of a timely and accurate weekly, bi-weekly and four-week multi-state and international payroll for 15K+ plus employees.
- Assist in handling international banking for payroll to include setting up employee record, entering new banks into Payroll System, providing info to bank's compliance department, troubleshooting issues, resubmissions for corrections, performing off cycle payrolls for corrections, and frequent communication with banking representatives.
- Assist in new program/acquisition integrations, onboarding, system configuration, training, testing, data validation, Union and SCA rules, etc.
- Assist in system maintenance, patch testing, Year-end close, etc.
- Assist in all facets of payroll processing as necessary.
- Proactively collaborate with peers to establish best practices, identify opportunities for improving operational excellence.
- Troubleshoot time collection and payroll related issues.

### **Qualifications:**

- Bachelor's Degree in accounting, business or related field preferred
- 5-7 years of payroll experience required
- CPP designation a plus
- Experience interpreting Union Contracts a plus
- Proficient in MS Office, especially Excel required
- Prior transition/system conversion experience a plus
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**Elena C. Platt**  
Senior Staffing Manager, Accounting and Finance

T 215.606.9892  
E [elena.cruz@accountingprincipals.com](mailto:elena.cruz@accountingprincipals.com)  
[www.linkedin.com/in/ecruz2009](http://www.linkedin.com/in/ecruz2009)

**Accounting Principals**  
1801 Market Street  
#550  
Philadelphia, PA 19103  
[www.accountingprincipals.com](http://www.accountingprincipals.com)