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Claire M. Donegan 610-296-9188

**Payroll Coordinator - Wilmington, DE Salary $50-65K**

Wilmington law firm is looking for a Payroll Coordinator to join their busy Accounting team. The Payroll Coordinator reports to the Accounting Supervisor and Director of Accounting and Finance and works in close contact with the Human Resources Department; handles all the firm’s payroll-related functions. This includes processing payroll, taxation forms and benefits, as well as maintaining employee data, handling payroll questions and completing any other tasks necessary for monitoring and overseeing the firm’s payroll process. This is a non-exempt, full-time position, with 8:30 am-5 pm schedule and occasional later shift on a rotating basis for coverage.

**Responsibilities include but are not limited to:**

* Analyze, prepare and input payroll data for a semi-monthly payroll for approximately 215 employees in compliance with applicable federal, state and local laws.
* Audit time and attendance aspects of HRIS for integrity.
* Process separate payrolls on an as-needed basis, including special bonus runs.
* Facilitate and ensure appropriate distribution of all year-end tax documents.
* Participate in annual Workers Compensation and 401K compliance audits.
* Prepare weekly, monthly, quarterly and year-end reports for management.
* Work closely with Finance team on journal entries, account reconciliations and general ledger support.
* Assist with employee compensation and benefits portion of the annual budget preparation process.
* Calculate and account for exception pay, where warranted, for PTO, Short-Term Disability and other forms of non-working pay.
* Stay abreast of all relevant changes and trends in the law and the industry, making recommendations about process improvements and compliance requirements.
* Other payroll-related duties that may be assigned from time to time.

**Requirements**:

* Bachelor’s degree required, preferably in Accounting, Finance or Business
* 3-7 years of Payroll experience
* Excellent analytical skills
* Strong interpersonal, communication and customer service skills; able to work well with all levels of personnel
* Able to work in a team environment, as well as independently
* Strong technology skills

Firm offers a beautiful facility; a very competitive salary commensurate with skill level and experience; and excellent benefit package, including immediate coverage under our medical, dental & vision plans, parking/commuting allowance, 401K plan and generous paid time off. Bottom of Form

**Please send resume to** **claire@careersearchpa.com** **with salary requirements.**