**Department: Accounting**

**Job Title: Payroll Manager**

**Reports to: Controller & SVP of Finance**

The Payroll Manager is responsible for the efficient operations of core payroll processes and all related financial requirements for a multi-state sales driven organization. The ideal candidate has demonstrated experience working collaboratively with Human Resources while functioning within the Finance group and has specific experience with GL, taxes and audits and prior experience managing the day to day payroll side of administration of the 401(k) plan.

Job Duties/Responsibilities:

* Processes multi-entity payroll using third-party payroll system for 600+ employees. Interfaces with payroll provider and internal staff as required, ensuring timely and accurate processing and delivery of payroll.
* Processes all new hire information, terminations, salary changes, commissions, deductions, garnishments and other payroll related items.
* Consistently maintains accuracy of multiple time-tracking systems.
* Interprets and applies the Company’s payroll policies and procedures in accordance with federal and state governed laws.
* Answers employee questions related to pay and benefit deductions working in conjunction with HR to resolve concerns.
* Ensures corporate compliance for all taxing jurisdictions for employment taxes and withholdings.
* Performs monthly audits and reviews to ensure all time off policies and commissions are paid in accordance with Company’s policy and/or compensation plans.
* Responsible for the documentation of Standard Operating Procedures as it relates to payroll processing and compliance
* Manages payroll access and approval responsibilities at the branch level to ensure appropriate segregation of duties and internal controls.
* Reviews payroll tax filings prepared by third party and resolves all tax notices.
* Performs a variety of operational accounting duties including, but not limited to, preparing journal entries, reconciliations, assisting with audits and special projects.
* Analyzes month over month payroll variance explanations and variances to budget.
* Processes bi-weekly remittance of 401k deductions and annual matches
* Participates and assists in year-end payroll budget process

Skills Required:

* Bachelor’s degree in Business Administration, accounting, or other related field/or equivalent work experience directly related to payroll management.
* At least 7-10 years of progressive payroll processing, administration and management experience.
* Excellent written and oral communication skills
* Prior experience managing 401k plan, payroll compliance and administration
* Working knowledge of Microsoft Office, especially MS Word and MS Excel.
* Working knowledge of basic accounting principles.

Competencies:

* Demonstrated organizational skills
* Highly detail oriented while still being able to see the big picture
* Demonstrated ability to use discretion with highly confidential matters
* Customer service focus
* Excellent problem resolution skills
* Ability to multi-task while meeting strict deadlines

**If interested please contact Rebecca Bailey at** **Rebecca.bailey@myalarmcenter.com**