**Payroll Manager Job Description**

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| The Payroll Manager will lead and supervise the daily activities of the payroll team in the Philadelphia region in order to provide oversight, standardization of policies/procedures/processes, and quality control across the enterprise. The Payroll Manager will coordinate among multiple constituencies including business unit leadership, Finance, HR and will build a culture of customer service within the payroll team to ensure an excellent caregiver experience.  |

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| **KEY OBJECTIVES** |
| The Payroll Manager will be charged with executing on the following objectives:* Stabilize and optimize the ADP Vantage environment at the CLIENT, including the establishment of appropriate reconciliation and quality control processes and documentation of relevant policies/procedures
* Leverage other ADP Vantage functionality that was purchased but is not yet being used
* Liaise with HR on migration/implementation to the ADP 401(k) administration
* Develop standardized payroll policies, procedures and processes to ensure consistency and quality control, while cross-pollinating best practices and changing the culture from silo’d to more of a centralized payroll function / shared services mindset
* Develop other ADP reports to support various needs in Finance, HR and business operations
* Define payroll staffing needs
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| **ONGOING RESPONSIBILITIES** |
| * Oversee and optimize all day-to-day / week-to-week payroll-related processing and reporting activities
* Manage overall ADP relationship
* Establish and document timelines/deadlines and enforce compliance with timesheet/time-clock submissions
* Monitor and continuously improve payroll processes, reconciliations and internal controls; work with payroll staff and business unit leaders to streamline processes for efficiency and instill a culture of continuous improvement
* Liaise with Accounting to provide the necessary information to record payroll-related transactions by business unit (including accruals and related reconciliations), analyze payroll expenses, and support financial/management reporting, budgeting and forecasting requirements
* Develop ADP reports to extract information as needed to support various functional areas of the business
* Coordinate tax compliance activities, ensuring that (a) all deposits and filings – including annual W-2s – are properly performed by ADP; (b) all parameters and configurations appropriately reflect State tax rates – including updates for unemployment rate changes – and filing requirements; (c) all tax notices are addressed
* Liaise with IT to obtain and analyze payroll-related information and assist with transitioning to new time-and-billing systems and their integration with ADP, ultimately supporting a transition to self-service when time-and-billing systems implementations are completed
* Coordinate, prepare and provide payroll-related information for workers’ compensation premium renewals and audits, as well as for other external compliance/regulatory audits as necessary
* Manage unclaimed property process – i.e., voiding and reissuing of stale payroll checks and coordinating with Finance for the required state reporting
* Handle certain aspects of 401(k), liaising as appropriate with HR and 401(k) administrator
* Coordinate with HR on other matters as appropriate and liaise benefits brokers/administrators
* Develop, train, coach and mentor payroll staff
* Support business unit leaders with payroll-related questions, analysis and issues
* Keep current with new developments in payroll-related legislation, rules and regulations
* Liaise with HR on time-and-attendance / payroll-related policies (e.g., PTO)
* Assist with certain HR-related administrative functions as necessary and appropriate

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| **EDUCATION, ACCREDITATION, EXPERIENCE AND QUALIFICATIONS** |
| * 8-10+ years progressive experience in payroll processing, administration and management
* Bachelor’s degree a plus
* Payroll certification a plus
* Experience in a services / hourly-billing environment
* Experience in a shared services environment a plus
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| **SKILLS AND ATTRIBUTES** |
| Tangible / technical skills:* Demonstrated experience with ADP Vantage
* Strong hands-on Excel skills
* Knowledge of other Microsoft Office products

Intangible / “soft” skills:* Hands-on and detail-oriented while maintaining a perspective on the big picture
* Dynamic and energetic
* “Servant leader” dedicated to mentoring, coaching and developing high-performing teams
* Strong work ethic
* Effective communicator with strong written and oral presentation skills
* Intellectually curious and devoted to lifelong learning
* Highly organized
* Ability to work cross-functionally in a matrix environment
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