**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 |