

Company: UBC

Position title: Payroll Manager

Recruiter contact information:

Samantha Foster, Sr. Talent Acquisition Partner

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Specific job duties:

- Responsible for directing and coordinating the work flow of the Payroll Department, including periodic processes and payroll systems maintenance
- Responsible for staff evaluations, coaching and development
- Develop payroll strategies, planning and communications, including but not limited to acquisitions, systems conversions and corrections and vendor relations
- Develop, implement, and maintain payroll policies and procedures to ensure compliance with company policy, strong internal controls and regulatory agencies
- Ensure compliance with federal, state and local agencies for the administering of payroll liabilities (taxes, taxable fringe benefits escheatment, garnishments, etc.)
- Responsible for resolving tax issues and payroll related reconciling items including working with Tax service providers, taxing authorities, accounting, and payroll software technical support personnel.
- Coordinates the preparation of regulatory reporting and management reporting for management and operations.
- Provide support and prepares information required for internal/external audit processes
- Serve as liaison to operation management, assisting them with payroll related issues.
- Analyses and evaluates payroll reports, trends and related services, etc.
- Partners with other departments to ensure payroll related compliance, such as state mandated certified payroll processing, bonus and incentive check administration, social security mismatch processing, labor distribution, W2 and W2C administration, on-demand payments as required by law, taxation, etc.

Supervisory Responsibility:

- 1 Payroll Specialist

Desired Skills and Qualifications:

- 10 years of experience relevant to this position, including at least 3 year of experience processing payroll on an ADP platform

- Ability to communicate effectively and build rapport with employees and team members
- Bachelor's Degree in Accounting is preferred but not required