



Gateway Search Associates

Patrick F. Luddy, Jr.

215-375-7153

Chadds Fords, PA – Hybrid Payroll & Benefits Manager \$120K - \$140K + bonus

Reporting directly to the Chief People Officer, the Payroll & Benefits Manager will serve as a key member of the HR & Accounting/Finance teams.

The Payroll and Benefits Manager position is a critical role within a fast-growing service company, requiring a comprehensive understanding of payroll processes, benefits administration, and compliance with regulations. The responsibilities encompass overseeing the payroll process, administering employee benefits programs, ensuring accuracy and efficiency, and collaborating with various teams for process evaluation and improvement.

Responsibilities

Payroll Administration:

- Manage and execute all aspects of the payroll process, including data entry, calculations, and distribution of paychecks or electronic deposits.
- Ensure accurate and timely processing of payroll for all employees, including salaried, hourly, and contract workers.
- Validate and reconcile payroll data to maintain data integrity and compliance with federal, state, and local regulations.
- Stay up-to-date with payroll tax laws and regulations, and ensure compliance with tax reporting and withholding requirements.
- Resolve payroll discrepancies and answer employee inquiries regarding payroll matters.
- Evaluate payroll processing and administrative procedures and update, document and standardize payroll operations processes.
- Administer employee benefits programs, including health insurance, retirement plans, and other voluntary benefits. Ensure proper payroll deductions for employee contributions.
- Collaborate with benefits providers and brokers to ensure the effective delivery of benefits to employees.

- Prepare and submit required payroll and benefits reports, including tax filings, government forms, and compliance documents.
- Implement and oversee internal controls to minimize payroll and benefits errors and ensure data security.

For more information please contact:

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