

**Fortune Sized Manufacturing Company**

**Payroll Manager**

**100K-145K + 20% Bonus, Restricted Stock Unit**

**FULL RELOCATION package available**

**Durham** **NC**

**My client is a Fortune sized manufacturing company in Durham NC. They are offering a full relation package coving the cost of moving and selling your current residence and buy a new one.**

Essential Duties/Responsibilities:

• Coordinate the processing of payroll for all U.S. employees utilizing the various software packages (e.g., ADP and

Kronos). 4000 employees

• Ensure the accuracy of payroll, including: base pay, overtime, shift differentials, equity awards, bonuses, payroll

taxes, deductions and garnishments in accordance with company policies and government regulations.

• Responsible for timely and accurate information included on payroll-related reporting, such as W-2’s, tax filings,

general ledger reporting, and other internal and external reporting.

• Responsible for recording all payroll related journal entries in the general ledger on a monthly basis, as well as

reconciling payroll-related accounts.

• Provide hands-on management and oversight of the payroll team members to encourage ongoing skills

development and training.

• Ensure that payroll related internal controls are in-place and operating effectively.

• Identify opportunities to improve payroll operations and systems and effectively communicate a business case to

members of senior management to support future investments.

• Lead cross-functional project teams (HR, IT, outside vendors) to drive successful delivery of process

improvements in the process flows to and from the payroll department.

• Responsible for maintaining appropriate payroll systems, including leading system implementations and upgrades

with effective change management controls.

• Manage external vendors to ensure accurate tax filing and reporting for U.S. expats and inpats.

• Maintain positive working relationships with external payroll vendors and internal partners to achieve high quality

results.

• Serve as the primary point of contact during the annual workers compensation audit.

• Strong focus on continuous improvement and strategic planning to support the Company’s future strategic

priorities.

• Special projects as needed.

**Patrick F. Luddy Jr**

Director of Recruiting

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