****

**Payroll Manager (Temp to Perm)**

**75K-80K**

**Glenside, PA –**

**Hybrid work environment**

Duties and Responsibilities

* Payroll Operations. Individual manages the overall payroll office functions including, payroll processing, reviewing and revising policies and procedures, as well as internal controls, system review and upgrade. This requires coordinating the
* system set-up and design and processing of bi-weekly and semi-monthly payrolls working with university’s third party payroll processor.
* This position is also responsible for preparation of the annual calendar year payroll schedule for all university payrolls. This includes exempt, non- exempt staff and undergraduate payrolls.
* Data Management. The Payroll Manager directs the collection, calculation, and entering of data. This includes updates to payroll records and any changes in exemptions, deductions, job titles, and department/ division transfers.
* Payroll Audit and Records Maintenance. The Payroll Manager works with the central Finance department and/or external vendors and consultants to effectively research reconciling items to ensure accounting records are accurate and complete.
* This position also works collaboratively with university payroll vendor and the Finance Department to ensure proper setup for earnings and deduction codes and the integration with general ledger.
* Finally, this position requires proper maintenance of documents relating to Payroll.

For more information please contact Patrick Luddy, PFL@Gatewaysearch.com 215-375-7153.

**Patrick F. Luddy Jr**

Director of Recruiting

Gateway Search Associates

215-375-7153 (Direct)

215-694-1239 (Cell)

PFL@GatewaySearch.com