The Manager, Payroll & HR Operations is responsible for managing and coordinating activities to support HR system(s), multi-site Payroll, and various related HR operations. Build and maintain processes and systems to support HR data collection, analysis and reporting, Payroll, Benefits administration/billing and other inter-related activities.

**Essential Job Functions:**

* Manage all aspects of HR system maintenance, including but not limited to HRIS upgrades, infrastructure/set up, and user access rights.
* Develop HR/Payroll system user procedures, guidelines, and documentation. Train users on functionality/processes.
* Prepare and support a variety of scheduled and ad hoc reports and queries utilizing appropriate reporting tools.
* Manage all aspects of employee information entry into the HR system and employee record maintenance, including but not limited to new hires, salary adjustments, promotions, status changes, changes related to life events, terminations, and other changes.
* Manage all aspects of payroll and time management administration, including but not limited to preparing all payroll related paperwork, processing wage garnishments, performing payroll reconciliation, distributing pay advices, preparing payroll related accruals reporting, submitting payroll statistics to the US Bureau of Labor Statistics, and conducting a year end payroll audit.
* Serves as point of contact and leader to various HRIS related projects and assignments.
* Responsible for integration projects as needed.
* Identifies innovative, new programs and methods to facilitate appropriate payroll to vendor interface.
* Provides various data reports utilizing Ultipro effectively and efficiently.
* Maintains North American organizational charts.
* Provides manager/employee guidance on leave of absence applications in compliance with Federal and State leave regulations.
* Coordinate all benefit enrollments including new hire, life events, and open enrollment. Resolves employee benefit questions/concerns.
* Reconciles insurance billing statements and prepares for payment.
* Prepares premium calculation for quarterly Workers Compensation audit.
* Coordinates preparation of work accident reports and follow up with the Safety department. Provide information and assist the Safety department as needed to maintain OSHA compliance/reporting.
* Processes 401k requests such as loan payments and contribution changes in the payroll system.
* Experience with variable pay components.
* May also assist with the following North American HR operational activities:

Other duties as assigned.

**Requirements and Qualifications:**

BA/BS degree in Human Resources, Business Administration, Computer Science or related area, or the combination of education and experience that enables performance in all aspects of the position.

Minimum 6 - 8 years of experience in Payroll and Human Resources administration with 2+ years supervisory experience preferred.

Solid working knowledge of enterprise-wide HRIS/Payroll systems required, experience with UltiPro a strong plus.

Must be proficient in Microsoft Office Suite including Word, Excel, and PowerPoint.Strong understanding of HR processes and data as well as analytical, problem solving, and conceptual skills are a must.

Please contact Erica Christiansen at [erica.christiansen@accountingprincipals.com](mailto:erica.christiansen@accountingprincipals.com)