

DavidWayneAssociates is a specialized accounting/finance search firm. We have been engaged to identify a Payroll Manager for a growing client in Plymouth Meeting. Proficiency with Workday is required. Please let me know if you are interested or can refer someone.

Growth has created this opportunity for a **Payroll Manager**, working closely with the Finance, and Human Resource teams, and developing and improving processes for the payroll function. This is a newly created position and will have the responsibility of building the payroll function and systems as our Client grows in the coming years.

The Job. Manage all aspects of payroll administration. Collaborate with HR and other key resources on goals, objectives and projects.

Payroll and Timekeeping Administration

- Manage all payroll functions for our Client, including corporate and its subsidiaries (500+ employees)
- Implement, maintain, and review payroll processing systems to ensure timely and accurate processing of payroll transactions including salaries, benefits, garnishments, taxes, and other deductions
- Develops strong controls and procedures to ensure accurate and timely payroll for all pay groups
- Perform monthly payroll close duties, including recording journal entries and preparing account reconciliations for period-end accruals and payroll and employee benefit-related expenses.
- Resolve payroll issues as they arise and implement procedures to mitigate future risks and errors
- Collaborate with the Finance teams on General Ledger posting, payroll budgeting inquiries, to ensure accurate reporting
- Coordinate with third party vendor to ensure compliance with federal, state, and local payroll, wage, and hour laws and best practices.
- Regularly communicate with management and HR Partners on payroll-related topics (e.g., payroll adjustments, payroll law updates).
- Recommend the development of new policies and procedures utilizing knowledge of federal, state and local government regulations and reporting requirement
- Partner with third party vendor to ensure timely tax filings for Federal, State and Local taxes, workers' compensation and other remittances.
- Advise on the tax implications of certain matters, such as adding employees in new states or localities, fringe benefits, etc.
- Audit quarterly tax filings and file amendments as necessary
- Work with external auditors on annual audits, walkthroughs, and all other information gathering. Maintain and adhere to all SOX controls, to ensure adequate segregation of duties.
- Prepare information and reports to support external parties/auditors.
- Manage all aspects of the company issued reward cards, including authorization, review and payment.

Automation

- Work with Human Resources Team to advise on, evaluate, and leverage HRIS system.
- Propose and support process enhancements and automation where possible for efficiencies and best user experience in HRIS
- Optimize HRIS systems functions and features

Data Integrity

- Establish master data structure for consistent application and reporting
- Develop standard operating procedures, train appropriate internal customers, ensure they are followed consistently
- Periodic record audits

Regulatory Compliance & Reporting

- Tax reporting to include federal, state and local taxes, including W-2s, 1094/1095s.
- 5500 filings for health/welfare and 401(k) plans
- Ad hoc reports to support management requests
- Develop key metrics and reports to show trends on payroll and overtime.

Requirements

- Bachelor's degree in Business, Accounting or Finance, preferred or equivalent experience required
- 7+ years of overall payroll experience with payroll processing
- Unwavering integrity and ability to handle and maintain sensitive and confidential employment information with discretion.
- Effective organizational skills and ability to work independently while seeking support and guidance as needed.
- Must have solid skills with MS Office, especially the ability to create and maintain complex spreadsheets with Excel
- Proficiency with Workday HRIS System
- Comprehensive knowledge of payroll best practices and related laws and regulations
- Detail oriented and deadline driven with strong analytical, organizational, and computer skills
- Ability to present data in a concise, logical and useful manner
- Excellent time management and organizational skills, including the ability to prioritize work effectively
- Understanding of basic accounting concepts to assist in general ledger reconciliations
- Ability to work with all levels of management and employees
- Strong relationship-building and customer service oriented with all levels of employees

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