

LHH Recruitment is in a search for a Payroll Manager for their client in State College, PA. This is a direct hire role offering hybrid work schedule, competitive pay, and excellent benefits! Estimated salary between - \$95K - \$115K

The Payroll Manager will oversee all day to day operations for Payroll and supervise a team of specialists.

Key Responsibilities:

- Manage payroll staff and prepare work schedules
- Process biweekly payroll
- Ensure compliance with relevant laws and internal policies
- Serve as SME for all payroll related matters
- Troubleshoot and solve any payroll errors
- Audit payrolls before processing
- Validate and approve payroll corrections and adjustments
- Reconcile payroll accounts for general ledger
- Create journal entries
- Oversee payroll tax process

Qualifications:

- 8+ years of payroll experience required
- Experience working with payrolls of 1000+ employees
- 5+ years of leadership/manager experience required
- Associate or bachelor's Degree preferred
- Recent experience with payroll system implementation and/or upgrade experience is preferred
- Knowledge of ERP systems such as Oracle is preferred
- Previous experience working with UKG/Kronos is preferred
- Experience with Healthcare Payroll and Union based payrolls is preferred
- Working knowledge of MS Office required

If you are a motivated individual with a passion for payroll and a desire to work in a dynamic environment, we encourage you to apply for this exciting opportunity.

Benefit offerings include medical, dental, vision, life insurance, short-term disability, additional voluntary benefits, EAP program, and 401K.

Elena C. Platt

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