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**Payroll Manager**

**King of Prussia, PA**

**Salary $65,000 - $85,000**

**Duties and responsibilities**

Responsibilities include:

Payroll

* Performs tasks to establish and maintain employee payroll records which include checking/verifying timekeeping records, verifying accuracy of new hires and terminations, and posting changes in pay and tax status.
* Setup and maintain appropriate Sit/SUI and other payroll & tax accounts for payroll processing & reporting, as needed
* Validate payroll transactions and batches prior to transmission.
* Ensure compliance with applicable state/provincial, local, and federal regulations.
* Responsible for ensuring quarterly tax, and annual year end reconciliation/ T-4 & W-2 processes are completed with accuracy and on time for US and Canadian employees.
* Ensure all appropriate Canada Revenue and applicable payments are made in accordance with payroll
* Process stock option exercises, gross up activities, severance, and other special payrolls, as needed
* Reconcile benefit costs to invoicing, as needed.
* Reconcile Partner with HR and Finance management to provide customer service to employees in any related payroll/benefit issue.
* Assist Finance management with establishing and executing payroll policies and procedures.
* Manage equity plan administration, including processing new hire and ongoing grants and terminations.
* Process ongoing stock exercises
* Assist with Cap Table maintenance and quarterly accounting entries, reconciliations and monitoring and reporting.
* Act as the primary administrator of a time allocation system. Responsible for uploading monthly budgets, entering new hires and terminations.
* Monitor compliance and assist with monthly payroll journal entry.

Produce reports for budget allocation and other adhoc reporting, as needed.

Reconcile monthly time reports to payroll, as applicable.

**Qualifications**

Candidate requirements:

* 5 years’ payroll supervisory/ lead experience using ADP.
* Proficiency with Microsoft tools (Excel, Outlook, and Word) required.
* Ability to work effectively under to meet strict deadlines.
* Self-starter and team player who thrives in a dynamic and fast-paced environment.
* Strong project management skills as well as presentation skills.
* Extreme attention to detail, strong organizational skills and effective interpersonal communication skills are required. Knowledge of wage and hour regulations, tax laws affecting payroll, and payroll processing

 **For more information please contact:**

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