*Since 1992, Gateway Search has been bringing talented individuals together with the best companies, CPA firms and organizations in the Greater Philadelphia region.*



# Payroll Supervisor Media PA

**$55K - $65K**

This is a newly created position due to the company growing and centralizing their accounting. Currently, the payroll department consist of 4 people. This roll will not really supervise "people" it will oversee their work and be a subject matter expect for the team. The department has very little turn over, everyone gets along, and has a very positive environment.

# Position:

* Create updated manuals, policies and procedures
* Manage union, non-union and educational (10 month) payrolls
* Looking for experience with ADP Enterprise and a mid to large size company background
* Looking for Strong Excel skills including use of Pivot tables and V-Look-Ups
* Looking for experience processing payroll in the state of California

# Benefits:

* 32 PTO days (vacation, sick, personal).
* High quality affordable medical benefits.
* Free dental and vision.
* Work hours are 8-4 with some occasional OT.
* Occasionally work remotely
* Daycare on the premises
* Tuition reimbursement

**Patrick F. Luddy, Jr.** *Director of Recruiting* **Gateway Search**

215-375-7153

Gateway Search Associates, 1787 Sentry Parkway West, Building 18 - Suite 1, Blue Bell, PA 19422