

US Payroll Manager

Salary Range: 120k-135k

Individual Performance Bonus: Target is 12% of Base Salary

Company performance bonus: roughly 11k or above annually

LTI: 10% 401k incentive on top of 4% company match

23 days of PTO and 9 Company Paid Holidays

Benefits are effective 1st of employment through Aetna

Vanguard is changing how the world invests. As a trusted leader with vision, you'll ensure that our greatest asset, our crew, are paid on time, accurately, and in compliance with all government regulations. We have an opportunity for a payroll professional in the Malvern, PA area to bring payroll knowledge, expertise and leadership to serve our crew with integrity.

The US Payroll Manager partners with key stakeholders throughout the payroll lifecycle to oversee activities, account for relationship, performance, and risk components. This Manager-Level Role will develop both short and long-term roadmaps for critical and strategic integration of payroll within the Vanguard Total Rewards offer. You will manage a team of payroll professionals who manage the day-to-day operations of paying crew. You will maintain up-to-date knowledge on payroll trends and market changes that affect how crew are paid and how they report time and absences. You will address and resolve outsourced partner issues. You'll onboard new vendors as needed and provide oversight to vendor selection and development of service level agreements. You'll initiate updates to service level agreements (SLAs) as required, overseeing relationships to measure and manage supplier performance via scorecard process and conduct business reviews accordingly.

Core Responsibilities:

- Lead with vision to drive efficiency and positive end-user experience in Payroll and Time & Absence.
- Manage staff, creating a strong team atmosphere.
- Oversee team support of escalated inquiries.
- Oversee payroll administration and liaise between various HR functional areas, Finance, and payroll vendors to support the processing of bi-weekly payroll of 17,000+ crew.
- Partner with Benefits, Compensation and Technology to support best in class Total Rewards programs.
- Partner and provide insight to Regional Total Rewards Specialists and/or Regional HR Generalists to ensure consistent delivery of Total Rewards Services throughout the regions.
- Manage payroll vendor relationships to ensure service delivery is in line with contractual agreements.

- Maintain professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; participating in professional societies.

What it takes

An undergraduate degree or equivalent combination of training and work experience

A minimum of five years progressive experience overseeing in-sourced payroll operations

Strong project management, planning and organizational skills, attention to details and deadlines

Thorough knowledge of payroll related IRS rules and regulations as well as the FLSA

Excellent project management, leadership, facilitation, and interpersonal skills

Ability to work in a fast-paced environment while handling multiple, competing priorities

Strong problem-solving skills; logical and analytical thinker, comfortable with data and analytics

Excellent oral and written communication skills, including the ability to organize and present information concisely to executive leaders

People leadership skills to enable working on cross functional teams

Workday is experience is plus

Vanguard is not providing sponsorship for this position.

About Vanguard

We are Vanguard. Together, we're changing the way the world invests.

For us, investing doesn't just end in value. It starts with values. Because when you invest with courage, when you invest with clarity, and when you invest with care, you can get so much more in return. We invest with purpose – and that's how we've become a global market leader. Here, we grow by doing the right thing for the people we serve. And so can you.

We want to make success accessible to everyone. This is our opportunity. Let's make it count.

Inclusion Statement

Vanguard's continued commitment to diversity and inclusion is firmly rooted in our culture. Every decision we make to best serve our clients, crew (internally employees are referred to as crew), and communities is guided by one simple statement: "Do the right thing."

We believe that a critical aspect of doing the right thing requires building diverse, inclusive, and highly effective teams of individuals who are as unique as the clients they serve. We empower our crew to contribute their distinct strengths to achieving Vanguard's core purpose through our values.

When all crew members feel valued and included, our ability to collaborate and innovate is amplified, and we are united in delivering on Vanguard's core purpose.

Our core purpose: To take a stand for all investors, to treat them fairly, and to give them the best chance for investment success.

Any interested member can reach out to me directly at susan_schunk@vanguard.com