



PAYROLL MANAGER

Job Summary

The Payroll Manager will oversee and supervise the organization's payroll function, ensuring pay is processed on time, accurately, and in compliance with government regulations. The Payroll Manager oversees a team of Payroll Specialists who process payroll and payroll accounting objectives for multiple different clients each month. Manages relationships with payroll team, internal accounting staff and other members of the management team, clients, auditors, banking contacts. Working with the CEO, the Payroll Manager hires, trains, schedules, establishes, and monitors performance goals for the Payroll Specialists, and is the liaison between payroll employees and clients as needed. The Payroll Manager will work with the CEO to monitor the staff and client capacity.

The Payroll Manager provides direction to payroll team members in all aspects of their position, but especially in handling unfamiliar requests from clients, including assisting team members with clients' benefits, taxes and state and federal laws and regulations surrounding these processes, and supports team members when problems arise and new processes must be developed.

Salary Range

\$60,000 to \$75,000 annually

Essential Job Functions:

- Implements, maintains, and reviews payroll processing systems to ensure timely and accurate processing of payroll transactions including salaries, benefits, garnishments, taxes, and other deductions in accordance with labor regulations and standard accounting principles for multiple clients.
- Works closely with the conversion team to on-board new clients and set up the payroll module, HR module and timekeeping systems built to clients' needs.
- Advises clients on payroll best practices and most efficient processing methods.
- Manages payroll department's workflow and ensures payrolls are processed on schedule and all tax documents submitted timely.
- Delegates assignments to payroll team members as needed.
- Always looks for ways to improve the client experience and is available to meet with clients in person as requested.



- Works with CEO to hire, train, assign work, evaluate and monitor performance goals for payroll team members.
- Answers payroll-related questions and resolves issues.
- As backup to payroll team, performs all functions of client payroll to include entering timesheets, reconciling entries to source documents, calculating paycheck amounts, distributing funds to employee accounts, making payroll tax deposits, and preparing and submitting other payroll compliance reports as required.
- Trains and assists payroll team members in understanding and performing payroll liability and benefit reconciliation.
- Works with MIP Fund Accounting software, HR module, Microix, EWS online timekeeping system, Excel, Word, Practice CS and other software as assigned.
- Documents payroll processes and steps taken to achieve successful payrolls to be used as an employee training tool.
- Identifies and recommends updates to payroll processing software, systems and procedures as needed.
- Interacts with clients and colleagues in a friendly, professional, and courteous manner, providing coverage for subordinates as needed. Is considered “payroll expert” to liaison with other 501(C)PA managers and clients as needed to assist in resolving problems as they arise.
- Documents work performed and tracks time spent on projects to ensure accurate client billing.
- Exercises an organized and methodical approach to work assignments with great attention to detail and accuracy of work.

Competencies

- Strong problem-solving and analytical skills
- Ability to make decisions after weighing all the pros and cons
- Ability to train employees and help employees understand the “why” and “how” of different processes
- Organized and methodical approach to work assignments with great attention to detail and accuracy of work
- Strategic thinking
- Ability to be flexible while working on concurrent projects of equal importance
- Demonstrated mature judgment and collaboration skills
- Ability to set up and process multi-state payrolls



- Ability to work independently, complete work timely, and work well as a member of the management team
- Strong interpersonal communication skills and customer-focused service attitude

Required Qualifications:

- Five to seven years of payroll work experience which includes processing all steps of payroll including paying taxes, working with banks and the ACH process and filing all required state and federal reports
- One year of experience as lead payroll worker and training coworkers in payroll processes
- Associate's degree in accounting or similar field
- Proficient with Microsoft Office Suite

Preferred Qualifications

- Payroll certification and supervisory experience would be a significant plus.
- Experience with MIP Fund Accounting software, Practice CS and EWS online timekeeping system is desired.

Work Environment

New staff will work on-site during orientation week and have a hybrid in-office/at-home operations going forward. This role routinely uses standard office equipment such as computers, multi-function devices (printers, scanners, fax), phones and the like. Dress code is business casual.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand, walk, use hands and fingers for typing, pressing, handling, or feeling, and reach or lift with hands and arms.

Position Type/Expected Hours of Work

This is a full-time, exempt position, and hours of work and days are Monday through Friday, 8:00 a.m. to 5 p.m. Extra work may be required as job duties demand. As a professional employee, the Payroll Manager is expected to recognize when deadlines or other work demands require such extra time and effort.

Travel

Travel is primarily local during the business day, although some out-of-the-area travel may be expected from time-to-time. Must have reliable personal transportation.



Other Duties

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.