

Payroll Manager

JOB SUMMARY:

Responsible for the preparation and disbursement of the bi-weekly payroll in a multi-location environment using ADP Work Force Now Payroll Service and ADP time and attendance systems Supports the Controller, and the Director of Administrative Services in administering base pay health and welfare and retirement programs interfacing with ADP payroll system.

Essential Job Functions:

- Works closely with Human Resources and Accounting on all payroll related issues.
- Ensure bi-weekly payrolls are processed in a timely and accurate manner.
- Provide technical support to site payroll administrators
- Check non-exempt personnel time sheets utilizing an electronic time and attendance software product for compliance with policy, state and regulatory requirements.
- Reviews computed wages and corrects errors to ensure the accuracy of earnings. Ensure that all changes to payroll are processed correctly.
- Maintain accurate payroll records and employee files, including manual check log and reconciliation of payroll account
- Works closely with Director of Administrative Services to ensure accurate benefit deductions and record keeping.
- Review and audit master file and pay data entries, YTD totals, and file amendments.
- Prepare various payroll and management reports, journal entries, workers compensation and reconcile quarterly payroll taxes.
- Will handle all garnishments, deductions, and vacation/sick accruals.
- Answers inquiries regarding employment verification. Reconciles payroll bank statements and reviews the accuracy of payroll deductions to payroll output documents.
- Respond to employee inquiries and requests regarding payroll matters.
- Process manual checks as requested by Human Resources or Accounting.
- Ensures accurate and timely processing of payroll updates including new hires, transfers, leaves of absence, terminations, and changes to pay rates.
- Ensures compliance with federal, state, and local payroll, wage, and hour laws and best practices.
- Calculates, bills, and applies payments for amounts due from diocesan parishes and schools, and other related parties, and invoices for amounts due to vendors for medical, retirement, disability, unemployment, workers' compensation, payroll processing fees, and other items.
- Facilitates audits by providing records and documentation to auditors.
- Identifies and recommends improvements to payroll processing software, systems, and procedures.
- Maintains client confidence and protects operations by keeping information confidential.
- Cross-trained in benefits administration and back-up to Benefits Manager.
- Perform other duties and special projects as requested by management.

Education, Experience and Skills:

- AA or Bachelor's Degree in Business, Accounting or equivalent work experience
- 5-8 years of experience in a business environment; experience in payroll operations
- FPC or CPP certification a plus
- Experience with ADP, Work Force Now and eTime Reporting
- Advanced computer skills; proficient MS Office, iManage and InterAction
- Typing and accuracy of 70-80 wpm
- Excellent time management skills
- Ability to listen, communicate (written and verbal), excellent grammar, spelling and proofreading skills and follow-up effectively with all staffing levels and clients/customers
- Ability to work independently, self-starter, energetic