

Position: Payroll Administrator

Reports to: HR Manager

Position Summary

As a member of the HR team, the Payroll Administrator will manage all aspects of the organization's payrolls for 450+ employees in 36 different states.

Accountabilities & Responsibilities

- Prepare and process bi-weekly payrolls, using ADP Workforce Now, for all employees (both exempt and non-exempt) and contractors ensuring accurate calculation, timely delivery and cost-effective operation of the payroll.
- Accurate and timely processing of wage and overtime payments, true-up, bonuses, voluntary and involuntary payroll deductions, manual checks and terminations.
- Oversee and manage review of payroll taxes and partner with ADP to ensure accurate and timely tax filings.
- Collaborate and partner with Human Resources regarding new hires, temporary workers, terminations, promotions, and benefit deductions. Validate HR changes apply appropriately to payroll each pay period.
- Process "off cycle" checks for equity compensation and commissions as necessary.
- Manage new and on-going projects related to payroll; finalize ADP timekeeping module implementation.
- Act as a resource to employees and other departments to assist in using the ADP software, address and resolve inquiries and problems, and to provide accurate, meaningful and timely analysis of payroll information.
- Ensure all payroll activities are executed in accordance with IRS, state and company guidelines.
- Review, analyze and verify payroll reports for accuracy.
- Research and resolve any issues and modify procedures and controls.
- Collaborate and partner with Finance to ensure coordination of information and communicate potential issues/discrepancies.
- Manage ADP Smart Compliance system for accurate and up to date tax management. Research and reconcile tax issues; prepare responses to notices regarding tax issues with Federal, State, and local agencies.
- Prepare, validate and submit compliance filings as needed.
- Research, compile, review, and analyze data for special projects.
- Audit W-2s, payroll YTD earnings, payroll balance sheets and retirement plan contributions.
- Assist with internal and external audits of financial integrity, as necessary.
- Manage preparation of requested reports from various stakeholders.

Education & Experience

- 4-6 years' experience of processing multi-state (35+) payroll in a high volume, fast paced environment required.
- CPP (Certified Payroll Professional) required.
- Experience with equity compensation preferred.
- Working experience and knowledge of payroll taxes at the federal, state and local levels.
- Strong working knowledge of ADP Workforce Now.

Knowledge & Skills

- Ability to work collaboratively with differing levels, but also comfortable working independently; a self-starter with the ability to take initiative when required.
- Dependable and accountable in performing job-related tasks and finishing assigned projects.
- Ability to prioritize tasks in order to meet deadlines and solve problems while under pressure.
- Ability to establish and maintain the confidence and cooperation of staff and people contacted in the course of work.
- Meticulous attention to detail.
- Demonstrated competency to prepare accurate and concise reports.
- Proven commitment to confidentiality, exercise extreme discretion and high professional ethical standards.
- Ability to assess and implement process improvements to enhance productivity and workflows.
- Strong technical skills related to payroll, audit preparation, and taxes.
- Expertise with Word, Excel, and ADP applications.

Competencies

- Integrity and Trust
- Functional/Technical Skills
- Change Agent
- Approachability
- Interpersonal Savvy
- Time Management
- Listening
- Communication
- Problem Solving

ACKNOWLEDGMENT

I have received, reviewed and fully understand the job description for this position. I further understand that I am responsible for the satisfactory execution of the essential functions described above.

Employee's Printed Name: _____

Employee's Signature: _____ Date: _____