

# Payroll Manager

*Any AmesburyTruth Site*

## **POSITION PURPOSE:**

The Payroll Manager will be responsible to develop and administer approved payroll policies and procedures in that are consistent with strategic plans and objectives. This role is responsible to ensure all payroll related functions are carried out efficiently in accordance with company policies, procedures and work practices; and to meet all statutory compliance requirements.

## **ESSENTIAL DUTIES & RESPONSIBILITIES:**

- Implement, maintain, and review payroll processing systems to ensure timely and accurate processing of payroll transactions.
- Ensure compliance with federal, state, and local wage and hour laws, and payroll best practices.
- Identify and recommend updates to payroll processing software, systems, and procedures
- Monitor and support HR Managers to ensure entry of payroll data is timely and accurate. Provide guidance and assistance as needed
- Ensure all payroll related taxes are being submitted timely and accurately
- Manage regular preparation of relevant management reports, including weekly, monthly, quarterly and year-end reports (gross payroll, hours worked, vacation accrual, tax deductions, benefit deductions, 1095s etc.)
- Lead key annual payroll related audits, including 401k and workers compensation audits
- Manage/maintain payroll records – current and archived
- Identify opportunities for process improvements and automation and drive the implementation of solutions
- Responsible for review/payment of monthly benefit invoices
- Ensure smooth transfer of automatic file feeds to all benefit vendors

## **KNOWLEDGE / SKILLS / ABILITIES:**

- Excellent oral and written communication, time management, follow-up, and problem-solving skills
- Ability to pursue multiple objectives and initiatives, analyze complex issues, and facilitate change
- Ability to work collaboratively in a team environment as a business partner
- Demonstrated intellectual curiosity to seek out new ideas, monitor trends, and incorporate learning into developing new and better work methods
- Demonstrated success in leading large projects/initiatives through to implementation and adoption
- Self-starting with the ability to work with ambiguity
- Proficient at MS Office (Excel, OneNote, Word)

## **QUALIFICATIONS / PRIOR EXPERIENCE:**

- Bachelor's degree in Business, Management, Finance, or Human Resources or related field
- Professional certification such as CCP, PHR or SHRM CP highly desirable
- 5+ years of experience in payroll administration and previous supervision of others
- Prior experience in a manufacturing assignment would be a plus
- Experience using ADP "Vantage" HRIS and Payroll system preferred
- Working experience of payroll tax at the federal, state and local levels

**WORK ENVIRONMENT/OTHER REQUIREMENTS:**

- Fast-paced and dynamic work environment with a great HR team
- Office may be located in any one of several locations, with some remote work
- Must be able to use normal office equipment (scanner, printer, copier, computer), as well as have proficiency with a mobile device and HR and payroll related apps
- Must be able to talk/hear/sit for prolonged periods of time
- Ability to lift up to 25lbs on an occasional basis
- The work performed is conducted in a climate-controlled facility with moderate noise levels that are within OSHA limits

*The above statement reflects the general details considered necessary to describe the principal functions of the job identified and shall not be construed as a detailed description of all the work requirements that may be inherent in the job.*

AmesburyTruth is committed to diversity and inclusion. If you are selected to participate in the recruitment process, please inform us of any accommodations you may require. The above statement reflects the general details considered necessary to describe the principal functions of the job identified and shall not be construed as a detailed description of all the work requirements that may be inherent in the job.

*Interested candidates please submit resume to [careers@amesburytruth.com](mailto:careers@amesburytruth.com).*