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**Full-Time/Part-time Payroll Manager**

**$25/HR**

 **20-25 Hours a week**

**Position Summary:**

Reporting to the VP Finance & Administration, and based in West Chester PA the Company seeks an experienced hands-on part-time Payroll Manager.​  Responsibilities include all payroll related activities including ADP input and reporting, general ledger reconciliation and statutory reporting.

Key duties include:

* Ensures legal compliance by monitoring and implementing applicable human resource federal and state requirements; conducting investigations; maintaining records.
* Maintains management guidelines by preparing, updating, and recommending human resource policies and procedures.
* Maintains historical human resource records by designing a filing and retrieval system; keeping past and current records.
* Maintains all benefits programs including health benefits, vacation and 401(k) plan.
* Prepares and enters payroll and benefit journal entries in General Ledger
* Hours Monday, Tuesday & Wednesday for payroll processing

The qualified candidate will possess the following:

* 5 plus years of ADP Payroll/human resources and related financial experience.
* Strong organizational skills, attention to detail, ability to prioritize and meet deadlines.
* Ability to multi-task in a fast-paced environment with fluctuating priorities and deadlines.

**Patrick F. Luddy Jr**

**Director of Recruiting**

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*Since 1992 Gateway Search Associates has specialized in recruiting Accounting, Finance, Tax and Audit professionals in the PA, NJ and DE region*