The Payroll Manager is responsible for managing a team of payroll professionals with the task of ensuring payroll is processed accurately and timely. The successful candidate will be responsible for handling compliance issues, audits and managing the relationships with outside vendors

**Responsibilities**

* Manage a team of Payroll Professionals with the responsibility:
* Maintaining employee records for earnings, deductions, garnishments, off-cycle checks, mass payouts using SAP HCM System
* Implementation of Garnishment Orders
* Run SAP Payroll Processes to process payroll and create check files, ACH files & payroll tax/garnishment files and uploading files to Ceridian for printing, depositing, distribution, & store electronic image on website
* Perform routine audits to ensure accuracy of payroll prior to disbursement
* Compliance with Tax Audits
* Handle / Resolve All Federal, State, Local Tax Inquiries
* Ensure Tax Deposits are made in a timely manner
* Process W-2C & amendment tax returns
* Philadelphia Wage Tax Reimbursement
* Keep up on the latest tax legislation and enact changes into SAP /Ceridian systems
* Record & process taxation of dividend payouts
* Year-end auditing for W-2, 1042-S tax forms
* Gather taxable fringe benefits information and recording as appropriate
* Calculate, process & audit Restricted Stock Unit awarded to employees
* Testing of SAP system – i.e New configuration, SAP support packs, BSI updates
* Quarterly/Annual Payroll Tax Filings– balance tax funding to SAP, funding to agency filings, ensure accuracy
* Regular processing of payroll audit, exception & ad hoc reports
* Manage relationship with outside vendors
* Engage employees in answers to their questions & concerns

**Required Education**

**Education:**

Bachelor’s Degree in Accounting, Tax or Finance

**Qualifications:**

* 5 years experience in US payroll; with at least 3 leading a Payroll Team in a medium to large, multi-national organization
* At least 3 years experience using SAP HCM system
* Subject matter expertise in all areas of Payroll Taxation/Garnishments
* Experience in multi state taxation
* Experience processing Stock Options & Restricted Stock Units
* Solid working knowledge in computer applications to include Microsoft Word, Excel, Advanced PowerPoint, Database software and the Internet with the ability to learn new applications

For immediate response email;

Len Schwartz

The Preston Group

[len@theprestongroup.net](mailto:len@theprestongroup.net)

215-628-8001