**Hi Everyone!  I am currently recruiting for the position listed below.  Our client is ready to start interviewing.  Please feel free to forward it on to anyone you know that may be interested.  Thanks –**

Our client is a Professional Services Firm, specializing in Brand Management and Marketing. Located in Princeton/West Windsor, NJ, they have an immediate opening for a Payroll Manager.  The Payroll Manager will oversee and manage all aspect of payroll processing, reconciliations, and reporting.  This person will have 1 Direct Report.  300+ employees employed across the US.  This is a direct hire position paying – up to $90K plus bonus.

**Responsibilities:**

* Timely process and reconcile payroll and benefits in accordance with applicable all applicable wage and hour laws (including multi-state or multi-jurisdictional statutes) and company policy and procedures
* Enter employees into payroll/accounting systems
* Process schedule reports on biweekly/monthly basis
* Forwarding updated tax letters for various states to payroll vendor when needed
* Regularly manage audit records for payroll and benefits
* Accurately and timely handle payroll or employee compensation adjustments due to FMLA, STD, LTD or other requirements
* Accurately and timely handle sales commissions, bonuses and any other special pays
* Accurately and timely submit state labor, tax, and payroll reports.
* Accurately and timely handle employment verifications and garnishments
* Actively support management of benefits, such as ACA, ERISA and 401K compliance
* Ensure paid time off, bonuses, and other compensation are accurately accrued and reported
* Handle audits related to Workers Compensation, 401k plans, year-end financial audits.
* Manage Payroll Specialist

**Qualifications:**

* Bachelor’s Degree in Accounting or Finance (a plus – but not a must)
* Minimum 5 years’ experience in payroll
* Payroll certification a plus
* Experience in ADP
* Proven experience in handling multi-state/multi-jurisdictional payrolls
* Proven understanding of financial standards, accounting and reporting practice
* Proven understanding of general accounting principles
* Proven understanding of FMLA, STD & LTD impact upon payroll and employee compensation
* Experience with converting or implementing new payroll systems
* Familiarity with payroll and accounting systems, and can operate them with ease
* Quick at learning new technologies
* Outstanding Excel skills a must (e.g. pivot tables, vlookups, formulas)
* Outstanding attention to detail, problem-solving, analysis and critical thinking
* Self-starter who takes initiative and successfully meets and exceeds challenges
* Proven ability to multi-task in a high-paced, evolving environment
* Proven ability to manage staff to achieve their best and exceed expectations

**Sincerely,**

**Elena Cruz**

**ACCOUNTING PRINCIPALS**

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Elena Cruz

Senior Staffing Manager

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***Let’s get connected!***

***LinkedIn -*** ***[www.linkedin.com/in/ecruz2009](https://na01.safelinks.protection.outlook.com/?url=http%3A%2F%2Fwww.linkedin.com%2Fin%2Fecruz2009&data=02%7C01%7Crbm25%40drexel.edu%7Cc636cc6b2f4c47030f6d08d4ee5e34c1%7C3664e6fa47bd45a696708c4f080f8ca6%7C0%7C0%7C636395535764318094&sdata=3vC%2FoPzH92sNd5w0ls85os2tFz%2F2Lvc9jKFHgxHNbso%3D&reserved=0" \o "View public profile)***

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