

Job Title: Payroll Supervisor, Wilmington
Industry: Infrastructure, Logistics and Transportation
Location: Wilmington DE
Social media: [LinkedIn](#) / [Facebook](#)

About Enstructure:

Enstructure owns and operates an integrated network of marine terminals, warehouses, cold storage and logistics assets across the eastern half of the United States. We provide full-service and reliable logistics solutions to some of the world's largest companies in the energy, agriculture, food, manufacturing, construction, and public safety sectors. For more information, please visit www.enstructure.com.

About the Position:

We are looking for an experienced Payroll Supervisor to process and supervise the Payroll in our Wilmington DE facilities. Additionally, the role will help analyze existing processes and develop priorities for streamlining and modernizing processes in compliance with payroll regulations and CBAs. This position will report to the Payroll Manager and have 1 direct report.

Key Functions & Responsibilities:

- Ensures timely and accurate processing of payroll transactions including salaries, benefits, garnishments, taxes, and other deductions
- Ensures accurate and timely processing of payroll updates including new hires, terminations, and changes to pay rates
- Develops deep understanding of existing and future Collective Bargaining Agreements
- Identifies and recommends updates to payroll processing software, systems, and procedures
- Creates and maintains documentation of current Payroll SOPs and internal checklists
- Maintains a strong customer service focus
- Performs other Finance and Human Resources duties as assigned.

Qualifications & Experience:

- Bachelor's degree in Accounting, Business Administration, Human Resources, or related field required.
- Experience processing union/nonunion payroll required
- Experience processing complex, multi-entity payroll, simultaneously
- Proficient with ADP Workforce Now
- Experience with acquisitions highly preferred
- Seven plus years of related experience required
- Extensive knowledge of the payroll function including preparation, balancing, internal control, and payroll taxes
- CPP a plus

- Excellent organizational skills and attention to detail
- Strong analytical and problem-solving skills
- Strong background creating/improving processes/systems
- Proficient with Microsoft Office Suite or related software

If interested please contact

https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=43de0097-3534-41b6-a7ea-daf1b1aa0d37&cclid=19000101_000001&jobId=506968&lang=en_US

All qualified applicants will receive consideration for employment and will not be discriminated against on the basis of race, color, religion, sex, sexual orientation, national origin, age, disability, protected veteran status, genetic information, marital status, gender identity or any other impermissible criterion or circumstance.