

## Payroll Manager

Payroll Manager responsibilities include:

- Oversee and direct payroll procedures
- Ensure compliance with applicable laws and payroll tax obligations
- Supervise and coach payroll team

Job description

We are looking for a Payroll Manager to lead our payroll functions. You'll work to ensure our payroll expenses and taxes are paid correctly and on time. A big part of your job will be to supervise our payroll team and liaise with other professionals.

Our ideal candidate:

- Analytical and methodical
- Experience in payroll administration and deep knowledge of payroll regulations.
- We also value integrity, team spirit and strong organizational skills.

Your goal will be to ensure our payroll procedures are compliant, efficient and current.

Responsibilities

- Develop systems to process payroll account transactions (e.g. salaries, benefits, garnishments, deductions, taxes and third-party payments)
- Coordinate timekeeping and payroll systems
- Oversee processing of payroll changes (e.g. new hires, terminations, raises) and system upgrades
- Ensure compliance with relevant laws and internal policies
- Supervise and coach payroll clerks and assistants
- Liaise with auditors and manage payroll tax audits
- Collaborate with Human Resources (HR) and accounting teams
- Maintain accurate records and prepare reports
- Resolve issues and answer payroll-related questions

Requirements

- Proven experience as a payroll manager or similar role
- Current knowledge of payroll procedures and related laws
- Excellent understanding of multi-location payroll and taxes
- Familiarity with payroll software/ HRIS (e.g. SAP, ADP, Kronos) and MS Office (especially Excel)
- A keen eye for detail
- An analytical mind and good math skills
- Outstanding communication skills (written and oral)
- Organizational and leadership skills
- Bachelor in Business Administration, Accounting, Human Resources or related field; professional certification is a plus