

JOB DESCRIPTION

Job Title:	Payroll Manager
Department:	Human Resources
Reports to:	Director, Human Resources
Location:	Corcoran, CA

General Summary – *the general nature, level and purpose of the job*

Provides leadership to and directs the payroll department. Sets goals, monitors work, and evaluates results to ensure that departmental, organizational objectives and operational requirements are met and in line with the needs and mission of the organization.

Responsible for payroll oversight of end-to-end processes related to an assessment and review in conjunction with delivering an accurate and punctual payroll process. Proactively identify business requirements and develop solutions to maximize opportunities to achieve payroll objectives.

Leads payroll initiatives via collaboration across all inter-related business functions. Operates in compliance with all legal requirements and company policies ensuring needs are being met in a cost-effective manner.

Principal Duties and Responsibilities

25%	<p>Manages Payroll staff</p> <ul style="list-style-type: none"> ▪ Manages payroll staff, including, payroll administrator, payroll coordinator, payroll support clerk and payroll liaison coordinator ▪ Assist and provide back-up to the Payroll Department ▪ Bi-weekly Payroll process ▪ Hourly & discretionary bonus payroll ▪ Off Cycle process including reversal payroll adjustments ▪ HR, Payroll & Benefits Data Entry process and review ▪ Review and resolve payroll discrepancies and/or employee questions timely and accurately; take appropriate actions to mitigate future issues from arising
20%	<p>Review payroll calculations and analysis</p> <ul style="list-style-type: none"> ▪ Critically review and analyze current payroll, benefits and tax procedures in order to recommend and implement changes leading to best-practice operations ▪ Review and assist with calculation, processing and recording of special pay types (auto allowance, increase in value of non-qualified plans, stock appreciation rights, severance, etc.) ▪ Ensures that all payroll audits are reviewed and resolved prior to payroll confirmations ▪ Review and approve payroll bank account deposits for funding payroll activity and deposits of tax withholding

15%	<p>Responsible for the calendar year-end audits, processes and close</p> <ul style="list-style-type: none"> ▪ Review year-end system updates for W-2 preparation and new year tax updates ▪ Review and prepare federal, state and company wage update as necessary ▪ Annual federal and state audit reports ▪ Annual federal and state reconciliations ▪ Ensures and assist with the completion of payroll account reconciliations ▪ Process W-2 load ▪ Annual vacation and sick accrual process
15%	<p>Provide support to the Accounting team with Fiscal Year End Audit and Annual Burden Analysis. Typical support for the fiscal year end and the burden analysis are completing the payroll ties as well as providing process documentations or explanations regarding findings and/or additional reconciliation as necessary. Assist with resolving open items and variables.</p>
15%	<p>Scheduled Reporting Requirements</p> <ul style="list-style-type: none"> ▪ Federal and State reporting requirements ▪ Workers compensation reporting ▪ Review, approve and assist with the Salary Budget Analysis for each budgeting process ▪ Review, approve and assist Annual Profit Sharing Plan and Retirement Plan payroll reconciliation ▪ Review Annual E-Z hiring worksheet ▪ Prepares and submit the Annual EEO-1 Report
10%	<p>Plans, prioritizes, delegates and reviews the work of assigned resources, establishes schedules and methods for achieving project goals and objectives; and reviews work, makes corrections and coordinates staff training and development efforts. Proactively looks at tools for process improvements for the department</p>

Knowledge and Skill Requirements – *knowledge, skills, abilities, education and/or professional certification that an employee must have to perform essential functions of this job*

- Program management including planning, implementation, maintenance and evaluation of information systems applications relative to responsibilities
- Advanced knowledge of modern computer systems and relevant software/applications
- Principles and practices of personnel management and employee supervision and training
- Principles and practices of payroll management to develop and maintain a high level of accuracy

Minimum Qualifications

Any combination of education and experience that would likely provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

- Education: Possession of a bachelor's degree from an accredited college or university in information technology/systems, finance, business administration, or a closely related discipline.
- Experience: Five (5) years of full-time or its equivalent experience, including at least three years of management experience.
- Able to multi task and work independently with minimum supervision
- Proven leadership and communication acumen with a demonstrated ability to coach and mentor staff to achieve desirable results.

Work Environment – *characteristics described here are representative of those an employee encounters while performing the essential functions of this job*

Work performed is in a typical office environment that requires normal safety precautions.

Physical Demands – *physical demands described here are representative of those that are met by an employee to successfully perform the essential functions of this job.*

Job involves sitting most of the time; walking, lifting, bending, standing, etc. are occasionally required.

Disclaimer

The above statements are intended to describe the general nature and level of work being performed by workers assigned to this classification. This is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. The above declarations shall not give any employee any right to continued employment by

Interest applicants with qualifications and experience send resume to kathleena.keovilay@unitedwestaff.com.

Employer will offer relocation compensation for the right candidate (Corcoran, Hanford, Lemoore, Visalia, Tulare (within surrounding areas) etc.....