



Example of Manager, Payroll Job Description

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Our growing company is looking to fill the role of manager, payroll. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

Responsibilities for manager, payroll

- Evaluates employees' job performance and conformance to regulations and recommend appropriate personnel action
- Serve as the functional lead on Oracle payroll systems upgrades
- Utilize PeopleSoft for garnishment processing and payments
- Manage year-end compensation process
- Ensuring employees are correctly coded for legislative compliance (tax compliance)
- Reporting - Supporting internal reporting requirements including month end reports, annual leave
- Payment and reconciliation of monthly variable OT payments as it pertains to additional pay
- Administration and reconciliation of all 401K contributions
- Liaison with management and staff regarding all pay enquiries
- Payment and reconciliation of bonus payments

Qualifications for manager, payroll

- MUST have Union Payroll experience
- Payroll compliance in a SOX environment
- Ability to work either independently or as part of a team
- Ability to meet deadlines with a high sense of urgency
- ADP Enterprise 5.0 and eTime experience required

