



## **MANAGER OF PAYROLL OPERATIONS / PAYROLL MANAGER**

EPAY Systems, Inc., a leading provider of cloud-based time and labor management software, is looking for an experienced payroll professional to lead our newly created outsourced payroll operation. You will be responsible for leading our payroll processing operation including: establishing appropriate workflows and procedures, hiring and managing production staff, ensuring compliance with all state and federal regulations, developing and managing productivity and performance standards, assisting with client onboarding and fielding escalated client issues.

This is an exciting and unique opportunity for a seasoned payroll professional to join a highly entrepreneurial organization that is looking to become a leader in the Human Capital Management (HCM) space. You will work very closely with the company's senior leadership as we seek to rapidly build a payroll processing offering to complement our award-winning and customer-focused time and labor management solution.

You will be highly visible within the organization reporting directly to the CFO, and be a key leader responsible for establishing our credibility in this new initiative.

If you have significant experience in managing payroll operations, a can-do attitude, a collaborative mindset and an entrepreneurial spirit, we'd love to hear from you!

### **General Responsibilities:**

- Establishing workflows and procedures for outsourced payroll operations
- Hiring and management of payroll processors, specialists and coordinators
- Management of departmental productivity objectives and performance standards
- Supervision of the inputting and processing of client payrolls through PrismHR software (formerly HR Pyramid by F.W. Davison & Company) within set deadlines and in compliance with applicable laws
- Verification and reconciliation of all payroll data
- Preparation of wires/notifications for payroll funding
- Preparation/uploading of 401(k) payroll deductions
- Reconciliation of payroll bank accounts
- 401(k) administration and maintenance
- Identification and/or resolution of payroll issues as they arise
- Management of year-end payroll activities
- Development and/or generation of ad hoc payroll reports, as needed or requested
- Processing and reviewing of all garnishments, levies and child support orders including initial review of the notice, verification of the proper garnishment of wages, and remittance of payments to the appropriate governmental agencies
- Researching and resolving all payroll discrepancies in a timely and accurate manner by collecting and analyzing information.
- Reviewing and responding to inquiries from tax agencies
- Supervision of the collection, auditing, and analyzing of payroll and timesheet data
- Supervision of the filing of all new hire reporting information for each state



- Maintaining federal and state W4 information
- Assisting with client onboarding and implementation
- Serving as our internal corporate payroll expert, willing and able to solve escalated client payroll issues
- Work closely, as needed, with sales team to represent, promote and demonstrate payroll team capabilities

**Requirements:**

- Entrepreneurial spirit and can-do attitude
- Excellent interpersonal skills with desire to lead, manage, train and develop subordinate employees
- 7+ years of payroll operations management experience in a multi-client, multi-state and multi-system production environment (Payroll Processor, HRO, PEO or ASO)
- Experience managing payroll operation with at least 500 employees, including both hourly and salaried employees
- Experience using enterprise payroll software, preferably PrismHR or an equivalent
- Ability to work and thrive in a lean, team environment, focused on achieving results
- Experience and desire to interface directly with clients
- Ability to write reports, correspondence, manuals or response letters to employees, executive management and state/federal agencies
- Ability to plan and execute projects, establish priorities, meet deadlines
- Advanced knowledge of excel and proficiency with all Microsoft Office applications
- Ability to interpret collective bargaining agreements, legal directives and relevant regulations
- Familiarity with both union and non-union payroll processing
- Payroll tax knowledge a must, including the use of either MasterTax or Payroll Tax Management (PTM) software
- Bachelor's degree required, with strong financial, accounting and analytical abilities
- CPP or FPC certification a must
- Meticulous attention to detail, as well as reliability; and ability to carry out daily functions in an efficient, accurate and timely manner under deadlines and budget pressure
- High level of integrity, strong sense of confidentiality, and customer service mentality