

BLYSTONE & BAILEY, CPAs PC – Seeking a Payroll Manager

Position Description

The Payroll (PR) Manager will oversee and supervise the organizations client-based payroll functions, ensuring payroll services are processed timely, accurately and in compliance with regulations.

Qualifications

- Extensive knowledge of the payroll function including preparation, balancing, internal control and payroll taxes
- 5 years' of payroll experience, required
- Bachelor or associates degree, a plus
- Requires minimal guidance and/or direction

Duties and Responsibilities

- Prepare, oversee and review preparation of monthly, quarterly, and annual tax filings
- Responsible for all aspects of multiple client payroll projects (set up, processing, deposits, filings)
- Ensure client payrolls goes out in a timely manner
- Manage payroll staff by providing oversight, leadership and training to staff in the department
- Work closely with clients and management building strong relationships
- Ensures compliance with federal, state and local payroll, wage and hour laws and best practices
- Facilitates audits and other government correspondence by gathering and providing necessary records and documentation
- Evaluate process, anticipate requirements, identify areas for improvement and develop/implement solutions
- Update, implement and maintain procedures- Identifies and recommends updates to payroll processing software, systems and procedures
- Perform other duties as assigned

Desired Skills

- Strong organizational skills and attention to detail
- Strong written and verbal communication skills
- Ability to research inquiries and payroll issues
- Experience with QuickBooks and Thompson Reuters (preferred)
- Client service experience (preferred)

Compensation/benefits

- Commensurate with experience
- Paid time off
- SIMPLE IRA matching
- Health insurance
- Health savings account
- Life insurance