
PAYROLL MANAGER

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Or contact Melissa Traffas – 316-977-6375 or email Melissa.traffas@icminc.com

POSITION PURPOSE

The Payroll Manager is a hands on supervisor responsible for managing the preparation of the organization's multi-state payroll ensuring accuracy within required deadlines. This includes oversight of the payroll processing, time/attendance system and payroll tax standards as well as the company's adherence to all payroll related federal, state, local and other applicable tax laws and procedures. The Payroll Manager will serve as the primary liaison between Human Resources and Finance departments and act as champion when implementing new technologies to provide the best payroll processing solutions.

ESSENTIAL FUNCTIONS AND BASIC DUTIES

1. Plan, organize and direct the activities included in the preparation and processing of payroll. Oversee the analysis and reconciliation of payroll accounts. Review and ensure the proper preparation of payroll reports and transaction of documents.
2. Serve as Company's subject matter expert on all payroll and payroll related tax issues, partnering with HR, Legal, Benefits, and Finance personnel as needed.
3. Coordinate initial registration or modification to registrations for all employment tax localities or the IRS.
4. Manage the payroll administration, garnishments, deductions and taxes in multiple states for bi-weekly payroll of two separate companies.
5. Determine payroll liabilities by approving the calculation of employee federal and state income and social security taxes and employer's social security, unemployment, and workers compensation payments.
6. Ensure the processing of new hires, transfers, promotions and terminations are accurate and timely. Ensure pay adjustments, incentive payments and other compensation payments are properly processed.
7. Analyze, reconcile, and prepare various Federal and State reports; analyze and implement pay information to ensure proper taxation and posting of wages. Review and ensure proper payroll deductions are administered.
8. Ensure accurate preparation and filing of various per pay, monthly, quarterly and annual payroll tax returns / reports and provide assistance to employees with payroll issues. Research payroll issues / discrepancies and process necessary corrections.
9. Provide reports and information to satisfy the needs of internal and external parties.
10. Coordinate and work with external auditors on benefit plans. Prepare and reconcile annual payroll and other schedules.
11. Comply with regulatory standards and establish procedures relative to internal and external audits.



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12. Support activities related to the HRIS system functionality, including but not limited to testing and technology updates.
 13. Analyze the efficiency of payroll operations and implement documentation and procedures to improve the timeliness and accuracy of payroll functions; monitor and review completed payroll work and insure the accuracy of records and reports prepared by Payroll / Benefits Coordinator.
 14. Maintain the automated payroll and time reporting systems; manage and evaluate the appropriate systems necessary to ensure accurate processing of payroll and time and attendance data.
 15. Partner with Payroll / Benefits Coordinator to research problems, answer inquiries regarding payroll transactions and discuss payroll concerns.
 16. Collaborate with other HR team members who have direct interaction within the payroll processing cycle.
 17. Maintain employee confidence and protect payroll operations by keeping information confidential.
 18. Remain current on all personnel policies, processes and practices and stay informed of new and pending laws and regulations. Ensure compliance with federal and state law, including reporting requirements.
 19. Manage relationships with third party vendors for payroll administration.
 20. Maintain professional and technical knowledge by attending education workshops, reviewing professional publications, and participating in professional societies.
 21. Answer employee questions related to payroll, benefits, training, development, policies, etc. within 24 hours of receiving inquiry. Provide backup to all other areas of the HR department as needed.
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QUALIFICATIONS

EDUCATION/

CERTIFICATION:

High school diploma or equivalent required
Bachelor's degree in business, human resources, finance or related field preferred
CPP certification preferred

REQUIRED KNOWLEDGE & EXPERIENCE:

7-10 years multi state payroll experience, including 2 years' experience leading the payroll function for a similar sized organization required
Multi-state payroll tax experience required
Strong payroll tax and finance knowledge required
Exhibit autonomous critical thinking
Ability to prepare financial analysis preferred
Accounting and benefits experience preferred
ADP experience preferred
Expert knowledge of current State and Federal compensation and benefit rules and regulations
Knowledge of principles and practices in human resources
Excellent knowledge of Microsoft Office Suite required
Knowledge of general office equipment required



SKILLS/ABILITIES:

Strong problem solving skills and ability to exhibit autonomous critical thinking
Ability to establish and maintain effective relationships through communication and collaboration skills
Ability to maintain confidentiality
Ability to write concise, logical, analytical reports
Ability to prioritize and handle multiple tasks and projects concurrently
Acts with honesty and integrity
Strong customer service skills
Strong analytical and business math skills
Well organized and attentive to detail
Excellent written, oral, and interpersonal communication skills
Achieve results through the work of a team

PHYSICAL ACTIVITIES AND REQUIREMENTS OF THIS POSITION

Ability to sit for long periods of time. Able to view computer screen for lengths at a time. Must be able to speak and listen clearly. Fine visual acuity to read for accuracy.

PHYSICAL STRENGTH:

This job may require lifting of up to 25 pounds occasionally.