

Payroll Manager - UltiPro HRIS System

Contact Information: Suzi Knowles, Recruiter – suzi@mostellerhr.com

Selected individual will work very closely with HR in this Finance driven position. UltiPro HRIS experience strongly desired or a background with large scale HRIS System Administration and Payroll Management.

Must be able to act as the system administrator for a company utilizing UltiPro Web (not Back Office). Handle set up rules, processes, and platform configurations. This position is 100% Payroll/Accounting driven – selected individual must be able to also act as the system admin for all things UltiPro/ HRIS.

Location is in Berks County, PA – individual is expected to be in the office daily - this is not a remote position, no relocation offered.

Individual will be responsible for monitoring all tasks necessary to accomplish the organization's payroll processing objectives, including relationships with external auditors and state and federal agencies. This position requires an extremely detail orientated person with significant knowledge of payroll administration, including state and federal regulations. Additionally, the Payroll Manager will be responsible for ensuring the department creates accurate and timely financial records for the organization.

Essential Functions - reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this role.

1. Maintains payroll information by collecting, calculating, and entering data and the bi-weekly preparation of payroll paychecks.
2. Updates payroll records by entering changes in exemptions, insurance coverage, savings deductions, and job title and department/division transfers.
3. Prepares reports by compiling summaries of earnings, taxes, deductions, leave, disability, and nontaxable wages.
4. Resolves payroll discrepancies by collecting and analyzing information.
5. Provides payroll information by answering questions and requests.
6. Maintains payroll operations by following policies and procedures; reporting needed changes.
7. Maintains employee confidence and protects payroll operations by keeping information confidential.
8. Contributes to team effort by accomplishing related results as needed.
9. Analyzes accounting records, including financial statements and other financial reports to assess accuracy, completeness and conformance to standards defined within the department.
10. Reviews records of accounts to ensure accuracy.
11. Develops systems for the maintenance of financial records, making use of current technologies.

Competencies/Requirements

1. Payroll – minimum 5 years of experience or equivalent HRIS/ Payroll experience with multi-state operations
2. BS in Accounting or Finance preferred but work experience will be taken into consideration
3. Administration of an UltiPro HRIS system or equivalent HRIS