

# Full Job Description

**Job Title:** Payroll Manager

**Department:** Accounting

**Reports To:** Controller

## SUMMARY

Payroll Manager is responsible for managing payroll processing operations. Establishes policies and processes that ensure accurate calculation of wages, tax withholdings and company deductions. Develops and produces payroll related statistical reports and ensures accurate and on-time government reporting and compliance.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** include the following (other duties may be assigned):

- Maintains payroll information by designing systems; directing the collection, calculation, and entering of data.
- Updates payroll records by reviewing and approving changes in exemptions, insurance coverage, savings deductions, and job titles, and department/ division transfers.
- Pays employees by directing the production of electronic transfers to bank accounts.
- Prepares reports by compiling summaries of earnings, taxes, deductions, leave, disability, and nontaxable wages.
- Determines 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.
- Balances the payroll accounts by resolving payroll discrepancies.
- Provides payroll information by answering questions and requests.
- Prepare relevant weekly, monthly, quarterly and year end reports.
- Maintains payroll guidelines by writing and updating policies and procedures.
- Complies with federal, state, and local legal requirements by studying existing and new legislation; enforcing adherence to requirements; advising management on needed actions.
- Maintains employee confidence and protects payroll operations by keeping information confidential.
- Completes operational requirements by scheduling and assigning employees; following up on work results.
- Maintains payroll staff by recruiting, selecting, orienting, and training employees.
- Maintains payroll staff job results by counseling and disciplining employees; planning, monitoring, and appraising job results.

**SUPERVISORY RESPONSIBILITIES:** Yes. Supervise payroll staff

**QUALIFICATIONS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required:

- 6-8 years' experience in a Payroll position
- Proficient in Microsoft Word, Excel and Outlook
- Multi-task in a fast working environment
- Organizational and data entry skills with attention to detail
- Business-focused attitude, with high level of professionalism and discretion
- Ability to communicate interpersonally, verbally and written.
- Ability to read, analyze, and interpret complex documents
- Ability to respond effectively to sensitive inquiries or complaints
- Detail-oriented and ability to work under fast pace environment
- Well-Organized and Strong Time Management Skills
- Fast keying speed required
- Must be available to be on call when needed (including weekends and/or holidays) & must be willing to potentially take on some overtime hours
- Roofing/Construction Industry background a Plus!

- Sage 300/Timberline, ADP and Kronos experience is a plus
- Bilingual in Spanish a Plus as well!
- Knowledge of multi-state payroll tax laws

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**HEALTH AND SAFETY RESPONSIBILITIES:**

Adhere to all safety rules and procedures. Bring unsafe acts and conditions to the attention of the manager. Train other associates in safe work practices. Actively participates in housekeeping activities and in the safety and health program.

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- Ability to lift and carry between 15 and 25 pounds.
- Ability to twist, reach, bend, stoop, and squat occasionally.
- Must be able to lift material and equipment above a person's head to stack.
- Must be able to sit in an office/desk environment for long periods.
- Must be able to use a keyboard and mouse for long periods.

Employment Classification: Full Time Salaried Exempt

Duties and responsibilities may be changed at any time at the discretion of management, formally or informally either verbally or in writing.

All employees are at-will employees.

Job Type: Full-time

Benefits:

- 401(k)
- Dental insurance
- Employee assistance program
- Health insurance
- Life insurance
- Paid time off
- Retirement plan
- Vision insurance

Schedule:

- Monday to Friday

Ability to commute/relocate:

- Phoenix, AZ 85009: Reliably commute or planning to relocate before starting work (Required)

Experience:

- Payroll management: 2 years (Preferred)

License/Certification:

- Driver's License (Preferred)

Forward resumes to:

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