

Director of Payroll

Position focus:

- Responsible for weekly and bi-weekly payroll administration, taxes, and garnishments in a multi-state environment.
- Responsible for the accuracy and timeliness of payroll processing, as well as the continuous improvement in accuracy, efficiency, and service levels to ensure readiness for continued multi-state growth.
- System Administration for our UKG payroll, onboarding and time & attendance platforms.
- Continuous auditing of UKG payroll records for compliance
- Sets up new state tax ID and new earning and deduction codes as needed.
- Manage all 3rd party vendors supporting Payroll to ensure accurate filing of employment taxes (includes quarterly, and annual filings, and accurate and timely filings of W2's, W2-c's, and etc.); manage registrations for tax purposes (Federal, State, Local).
- Maintain and manage payroll and benefits related legal and regulatory compliance (Discrimination testing, 5500, etc.)
- Remain current on all US and Canada payroll and benefit rules and regulations.
- Ensure proper deductions and feeds to 3rd party benefit(s) and 401(k) sites
- Responsible for end of year 401(k) testing
- Manage time and attendance through UKG

Desired skills and experience:

- 7+ years of multi-state payroll experience in a company that has over 3000+ employees.
- Must have recent HRIS experience processing payroll using UKG/Ulitpro
- Bachelor's degree preferred
- Ability to manage multiple projects and build effective working relationships.
- Excellent written and verbal communication skills
- Strong organizational and analytical skills
- Must have prior experience mentoring and leading a team

If interested please send resume to bmulhern@beaconhillsg.com