

Catholic Health Care Services

Payroll Manager

\$75K to \$85K

Catholic Health Care Services (CHCS) has contracted the Executive Search Firm The Westview Associates to identify and qualify their next Payroll Manager.

The hired Payroll Manager will be processing payroll for approximately 1000 employees through UKGpro payroll. CHCH is comprised of eight corporate entities that have varying payroll cycles. – This is a five-day-a-week job.

This position has the opportunity to be Hybrid!!

CHCS is one of the largest providers of Health and Human Services within the Greater Philadelphia Region. The operating culture within CHCS is extremely collegial.

Their benefits package is generous. Their PTO structure is superior.

CHCS's offices are in Center City Philadelphia, a short walk from Suburban Station.

The hired Payroll Manager will need to be experienced in processing payroll through UKG or Kronos or Ultima Payroll.

This position reports directly to the Chief Finance Officer.

Below is a summary of the tasks that the hired Payroll Manager will be required to perform.

- Supervise Payroll
- Supervise Payroll Staff
- Ensure preparation of quarterly and annual payroll reports for distribution to the Chief Financial Officer.
- Complete and file all quarterly and annual tax returns and W2s.
- Evaluate and maintain UKGpro payroll and UKG Central software concerning version updates and enhancements of the software.
- Prepare annual salary scale, updates, and make recommendations on salary exceptions as needed
- Maintain systems of internal control over the payroll.
- Review and Audit bi-weekly payrolls for 8 pay groups

Qualified candidates are to contact Ernie Russom directly at ERussom@TheWestviewAssociates.com or 610-405-4818.