



Gateway Search Associates

Patrick F. Luddy, Jr.

215-375-7153

Payroll Manager

75K-93K

West Chester PA HYBRID

35 hour work week, 25+ PTO Days, 6% person defined contribution plan plus premium healthcare benefits

About our client & position:

The Payroll Manager is responsible for supervising staff involved in producing bi-weekly payroll, monthly pension checks, and monthly pension refunds. The position is the primary administrator, contact and liaison with third party payroll processing company using UKG Kronos application.

Essential Duties, Tasks and Accountabilities:

- Perform or manage all activities necessary to process a bi-weekly payroll for approximately 2,600 employees through third party payroll processor.
- Record and maintain payroll control records, deductions history, and payroll statistics for all active employees.
- Perform or manage all activities necessary to process a monthly pension payroll for approximately 1,300 retirees including monthly death audit with SSA
- Review third party prepared payroll taxes are filed and remitted in a timely manner.
- Ensure that all pension-related taxes are filed and remitted in a timely manner.
- Review for accuracy the third party prepared W-2 file containing approximately 4,000 W-2's at year-end.
- Maintain detailed files on all deductions for the year-end audit.
- Prepare special reports requested by outside auditors for the year-end audit.
- Interpret county policies and government regulations affecting payroll procedures.
- Maintain back-up files for FLEX payments and FSA accounts.
- Maintain a balanced pension file in order to produce 2,500 1099R's at year-end.
- Balance the pension fund and post interest to individual employee pension balances.
- Review employee data and produce a file for year-end actuarial valuation (this file produces the employee Pension Benefit statements).
- Produce and send electronic file to IRS and state for Pension 1099R's.
- Mentor other Payroll staff members. Also create and maintain training and development requirements for staff members.
- Develop and update payroll/pension policies, procedures, and processes.
- Perform other duties, tasks and special projects, as required.

For more information please contact:

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