



## Payroll Manager

Are you interested in a position that will make a difference in your life and the lives of others? Community Teamwork is a private non-profit organization with over 400 employees dedicated to reducing barriers and creating opportunities for low income individuals and families.

We are seeking a Payroll Manager who is a team player and will be responsible for the agency payroll, payroll taxes and filings, as well as payroll deductions and payroll related audit and reviews. Responsibilities include: Prepare and process biweekly payroll for over 400 employees to include timesheets, garnishments and other payroll deductions; Coordinate efforts between payroll, human resources, fiscal and other departments; Administer electronic time keeping system and monitor submissions of timesheets; Ensure data transfers; Pay and reconcile benefit vendor payments and other voluntary deductions; Prepare and provide analysis for audits including year-end audits, annual audits, workers compensation audits and others; Design and run standard and custom reports from the ADP system; Serve as payroll administrator, overseeing and updating the ADP system; Review of Bi-weekly payroll, tax and benefit deductions; Reconcile quarterly and annual payroll reports, including 941 reports and wage and tax filings and review with Controller; Run other reports and filings as needed.

Qualifications include:

- Associates Degree required preferably in a related field. Bachelor's Degree preferred.
- 3-5 years previous experience working with the ADP HRB module, payroll module and time and attendance module.
- Working knowledge of FLSA and Massachusetts payroll related laws.
- 5 years' experience as a payroll manager.
- Proficient computer skills including Excel & non-profit accounting software.
- Strong skills using and understanding the flow of transactions in an integrated and automated payroll accounting system.
- Ability to maintain confidentiality and exercise extreme discretion.
- Excellent problem solving/judgment skills, and a high level of attention to detail and accuracy.
- Strong organizational skills and the ability to work under pressure.
- Ability to handle and prioritize multiple tasks and meet all deadlines.

If you are interested in this position, please click on the following hyperlink:

[https://workforcenow.adp.com/jobs/apply/posting.html?client=commteam&ccId=19000101\\_000001&type=MP&lang=en\\_US](https://workforcenow.adp.com/jobs/apply/posting.html?client=commteam&ccId=19000101_000001&type=MP&lang=en_US)

This is an exciting opportunity to become an integral member of an innovative, outcome focused team in an organization committed to excellence.

Affirmative Action Employer/EEO

