



PAYROLL MANAGER

Department: Human Resources

Location: Site Services

Reports To: Human Resources Director

FLSA: Exempt

Supervises: No supervisory responsibility

Revised: April 2024

JOB SUMMARY:

As a part of the Human Resources Team, the Payroll Manager is primarily responsible for administering Harrell's LLC weekly payroll in accordance with all federal, state, and wage and hour regulations. The Payroll Manager supports the HR team in all areas of HR as needed, and may be called upon to process the bi-weekly payroll for Harrell's Coating Solutions from time to time.

ESSENTIAL FUNCTIONS:

- Administers processing of the company's payroll and collects payroll data to maintain accurate payroll records.
- Processes employee status changes; analyzes payroll and employee expenses; creates ongoing month-end, quarterly, and year-end organization reports.
- Audits payroll information for accuracy.
- Reconciles payroll deposits, tax withholdings, wage garnishments, and voluntary deductions.
- Prepares responses to notices from government agencies regarding employee tax filings.
- Assures that payroll-related transactions are processed in compliance with external and internal policies.
- Performs actions necessary to track and determine regular and overtime pay and factors commission-based income or bonuses into an employee's salary.
- Calculates and processes Federal and State tax and social security withholdings, and other deductions such as insurance benefits, 401(k) contributions, etc.
- Reconciles errors and maintains payroll records.
- Reviews and processes payroll adjustments, including vacation, sick, and other time off.
- Generates accrual entries, as required.
- Fields and responds to payroll inquiries and resolves discrepancies as required.
- Maintains knowledge of rules and laws that govern the payroll administration practices.
- May prepare Accounts Payable check requests as necessary.

EDUCATION AND WORK EXPERIENCE:

- Five (5) years of payroll administration experience required.
- Bachelor's degree in human resources, management, or related field required.
- Fundamental Payroll Certification (FPC) or Certified Payroll Professional (CPP) preferred.
- HR Certification (SHRM or HRCI) preferred.
- Fiduciary certification preferred.

SKILLS AND ABILITIES:

- Extensive knowledge of federal and state labor laws and compliance requirements.
- Must be self-motivated and able to work independently.
- Must have strong problem solving and decision-making skills.
- Must have excellent oral and written communication skills.
- Must possess strong organizational and project management skills including the ability to work against pressing deadlines.
- Excellent knowledge of Microsoft Office.
- Must be able to deal with difficult, sensitive and confidential issues.



PAYROLL MANAGER

PHYSICAL REQUIREMENTS:

- The use of a computer and phone – Must be able to see, type, write, finger, grasp, and sit; must be able to use a mobile phone
- Communicating with internal and external customers – must be able to talk, hear, see, and comprehend.
- Mobility of arms – Must be able to reach, and use arms to manipulate small objects.
- Mobility inside the office to access filing cabinets, office machines, and supplies – must be able to move about the office space, stand for extended period of time, reach, bend, and occasionally lift up to 30 pounds.

WORKING CONDITIONS:

- Work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.
- Work is routinely performed in office environment.
- Noise levels are typically minimal.

PERSONAL PROTECTIVE EQUIPMENT:

- None.

The statements herein are intended to describe the general nature and levels of work performed by employees, but are not a complete list of responsibilities, duties, and skills required of personnel so classified.

Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer.

Harrell's LLC is an Equal Opportunity/Affirmative Action Employer – Protected Veterans/Disabled.

This company will provide Equal Opportunity to all individuals without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, GINA, and age.

Employee Signature

Date