

# Building Service 32BJ Benefit Funds

## Job Description Posting

**Job Title:** Payroll Manager  
**Department:** Accounting-Finance Administration  
**Reports To:** Controller  
**Posting Date:** April 1, 2019

**Summary:** Under the supervision of the Controller/Assistant Controller this position manages all the Payroll functions in connection with the weekly payroll processing for the employees of the Funds.

### Principal Duties and Responsibilities:

- Manage and responsible for the processing of timesheets from all departments of exempt and non-exempt employees weekly, ensuring the accuracy of payroll taxes deducted, paycheck amounts, contract terms, adjustments, etc.
- Manage pertinent information within the ADP system; such as but not limited to: New hire information, Employee Status Forms, Tax Withholding Status information, Title changes, PTO, etc.
- Manage payroll notifications and check distributions as necessary.
- Processes and confirms the weekly 401k Profit Sharing and monthly BCI contribution payments via V3 System.
- Provides support to Human Resources to help resolve payroll issues, answer questions.
- Audits the accuracy of payroll taxes deducted, paycheck amounts, rates, contract changes, garnishments, PTO, FSA and other adjustments to ensure that all employees are paid correctly.
- Create and process monthly invoices; Transit Check, Union Dues, Pension, Disability etc.
- Verify and pay expense reimbursements timely
- Reconcile FSA, transit and other commuter benefits
- Produce Quarterly Disability and Workers' Compensation Premium Reports for Funds.
- Creates and maintains Payroll Journals and prepares monthly Journal Entry, summarizing Payroll activity both in summary and in detail by Cost Centers (including payroll taxes and benefits)
- Acts as a liaison to ADP for Payroll related matters
- Supervises Payroll Coordinator
- Provides ad-hoc reports from ADP as requested
- Performing any other relevant, related or pertinent work or duties as requested or assigned by the Controller/Assistant Controller

### Qualifications and Core Competencies:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or ability required.

- Excellent math, analytical and problem solving skills
- Excellent oral and written communication skills
- Ability to manage and work on multiple projects at once
- Good supervisory skills and ability to evaluate subordinate
- Proficient in MS Office (especially Excel)
- Working experience of payroll taxes at the federal, state and local level
- Ability to work independently as well as work as a member of a team;
- Extremely detail oriented with excellent organization and analytical skills.
- Respects timelines set to complete work projects
- Prioritizes work flows & escalates time sensitive matters
- Ability to prioritize work and meet deadlines
- Good interpersonal and client service skills
- Consistently shares issues and problems with management, providing a potential solution when able
- Seeks ways to work more efficiently and effectively while not losing sight of departmental goals

### Education and/or Experience:

- Minimum of 5-7 years managing payroll/Accounting processes.
- College degree required.
- Experience with ADP Workforce Now software.
- Language Skills: Speak, read, write and understand English
- Reasoning Ability: High