

## PAYROLL MANAGER

**Job Title:** Payroll Manager **Department:** Finance

**Reports To:** Controller

**FLSA Status:** Exempt

The statements below reflect the general details considered necessary to describe the major responsibilities of the identified position and are not to be construed as a detailed description of all the work requirements that may be inherent in the job. An asterisk (\*) indicates that the job duty and responsibility is to be considered an essential function of the job as defined in the American Disabilities Act.

### Responsibilities:

Provide support to the controller in performing the organization's payroll functions. These functions include:

- System administrator with outside payroll provider
- Bi-weekly payroll processing for multiple entities and multiple locations including transmission to outside payroll vendor (Pacer)
- Maintain an up-to-date knowledge of organization policies for PTO, deferred compensation, benefits, sick leave, etc., in order to provide excellent customer service to employees
- Stay current with governmental regulations that impact employee taxation and benefits
- Review information from time keeping systems, bringing concerns to manager attention
- Reconcile benefit monthly billing to current payroll records and resolve differences
- Research issues in time and attendance, payroll, application, and employee requests
- Input and update employee Federal, State, and Local payroll taxes, direct deposit information, garnishments
- Maintain time keeping systems banked vacation records, sick and APTO accruals
- Provide reports to the State of Ohio for unemployment and worker's compensation
- Calculate and prepare check requests for unemployment
- Prepare check requests for garnishments and voluntary deductions
- Maintain reconciliations of voluntary employee deductions and reconcile to general ledger accounts
- Determine retirement plan eligibility for multiple entities and multiple retirement plans
- Participate in annual retirement plan and financial statement audit and tax return preparation
- 0 Maintain flexible spending balances and coordinate with outside vendor ..
- Distribute W-2 forms prepared by payroll vendor
- Assist with monthly wage and tax accrual calculations
- General ledger entries for FSA claim disbursements
- General ledger entries for pension payment and payroll processing fees
- Prepare multiple worksites reports for Ohio Department of Job & Family Services
- Process deferred compensation plan payments and data entry for W-2 reporting
- Reconciles and balances year-end W-2 processing to ensure accurate reporting of wages & taxes
- Maintain forfeiture balance for pension plan
- Other duties as requested by the Controller and other members of the organization

### Qualifications:

- Two year associates degree in accounting or commensurate experience
- Ability to handle difficult, sensitive, and confidential information, required
- Understanding of payroll laws and regulations, required
- Experience with Paycor (outside payroll provider), preferred
- Experience with outside benefit vendors, required
- Experience in not-for-profit and fund accounting, preferred
- Proficient in Microsoft Excel & Word, required
- Proficiency with computer-based payroll applications, required
- Strong analytical, written, and verbal communication skills, required
- Ability to be flexible and adaptable to changes in a fast-paced environment

- Ability to keep projects well organized and appropriately prioritized
- Ability to work independently without direct supervision and cooperatively with all levels within the organizations
- Ability to work effectively in a team and collaborative environment
- Excellent communication skills

**Working Conditions:** Schedule is Monday to Friday with occasionally longer days as workload dictates. Working conditions include normal office environment.

**Physical Requirements:** Must be able to lift up to thirty pounds; manipulate, handle, feel, and control items or equipment.

**Additional Information:** Position is full time.

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