

**The ASNY Company, LLC**

**POSITION: Payroll Manager**

**DATE: 2/4/2021**

**DEPARTMENT: Accounting**

**FLSA: Exempt**

**REPORTS TO: Director of Accounting/VP of Finance and Accounting**

**ROLE**

Analyze, supervise and direct payroll department, preparation, processing, distribution and reporting. Ensure compliance with all applicable state, federal wage and hour laws.

**RESPONSIBILITIES**

- Pay employees by directing the production and issuance of paychecks or electronic transfers to bank accounts.
- Personally process weekly paychecks for Executive staff.
- Update payroll records by reviewing and approving changes in exemptions, insurance coverage, savings deductions, and
- Comply with federal, state, and local legal requirements by studying existing and new legislation; enforcing adherence to r
- Maintain employee confidence and protects payroll operations by keeping information confidential.
- Prepare reports by compiling summaries of earnings, taxes, deductions, leave, disability, and nontaxable wages.
- Determine payroll liabilities by approving the calculation of employee federal and state income and social security taxes, ar
- Transfer weekly 401k contributions, loan and match data to 401k provider and ensure accurate transfer of funds collected
- Balance the payroll accounts by resolving payroll discrepancies.
- Research and resolve payroll and regulatory compliance matters on behalf of the company.
- Provide guidance and advice surrounding payroll and regulatory compliance matters to all levels of company management
- Review, create, improve, implement and maintain payroll guidelines by writing and updating department policies and proce
- Maintain payroll staff by recruiting, selecting, orienting, and training employees.
- Maintain payroll staff job results by counseling and disciplining employees; planning, monitoring, and appraising job results
- Complete operational requirements by scheduling and assigning employees; following up on work results.
- Communicate actively with Operations, HR and Billing to review cross-departmental impacts and reconcile data sharing
- Partner with HR and benefits in aligning and implementing a more sophisticated payroll and benefits system
- Contribute to team effort by accomplishing related results as needed.
- Maintain professional and technical knowledge by attending educational workshops; reviewing professional publications; e
- Other duties as required.

**REQUIREMENTS/QUALIFICATIONS**

- Certified Payroll Professional accreditation preferred
- In depth knowledge and experience of payroll calculation and processing
- Managerial/Supervisory experience
- Knowledge of applicable state, federal rules and best practices
- Proficient in payroll software systems(Paylocity Preferred)
- Able to multitask, prioritize and manage time efficiently
- Accrual and GAAP payroll accounting knowledge a plus
- Fluent in Excel, MS Word and Outlook

**REVENUE/BUDGETARY/STAFF RESPONSIBILITY**

- Manage payroll clerk(s).
- Responsible for the timely and accurate completion of weekly and bi-weekly payroll for 13-15 companies which vary in size, in total approximately 350 employees.

**WORK POSTURE REQUIREMENTS**

DESCRIPTION	N/A	RARELY	OCCASIONALLY	FREQUENTLY	CONSTANTLY
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Sitting					X
Standing			X		
Walking			X		
Driving			X		
Bending (from waist)		X			
Crouching (squat)		X			
Kneeling		X			
Crawling		X			
Climbing (stairs)		X			
Climbing (ladder)		X			
Twisting		X			
Reaching		X			
Wrist Motion					X

**CARRYING REQUIREMENTS**

ITEM	DESCRIPTION
Items Carried:	Paper Reams, File boxes, Chairs, Etc
Distance:	20 feet
Times per day:	On Occasion
Maximum Weight:	15 pounds

**MOVING/LIFTING REQUIREMENTS**

ITEM	DESCRIPTION
Items Moved/Lifted:	Paper Reams, File boxes, Charis, Etc
Times Per Day:	On Occasion
Maximum Weight:	15 pounds

**MOVING/LIFTING LEVELS/HEIGHTS**

LEVEL	FREQUENCY
Floor:	On Occasion
Knee:	On Occasion
Waist:	On Occasion
Chest:	On Occasion
Overhead:	On Occasion

**PUSH PUL REQUIREMENTS**

ITEM	FREQUENCY
Furniture:	On Occasion
Shampooer:	N/A
Vacuum:	N/A
Utility Cart:	N/A

**ENVIRONMENTAL CONDITIONS**

Condition	Yes	No
Inside/Outside		X
Hot/cold Temperatures		X
Wet		X
Noise		X
Power Equipment		X
Traffic Hazards		X
Chemical Hazards		X
Heights		X
Dust		X
Close Quarters		X
Fumes/Odors		X