

Payroll Manager - Nashville

Well established, Nashville-based employer is seeking a Payroll Manager who will oversee the processing of multi-state payroll and maintain payroll information as required. This is a management role responsible for overseeing payroll staff.

Primary Responsibilities Include:

- Successfully process payroll, including hourly and salary wage payments, incentives, expense reimbursement, garnishments, and employee benefit and other deductions
- Prepare calculation of special payments including disability, retro and pro-rated salaries, review tax filings, W2s and calculations of annual retirement employer contribution
- Respond to inquiries from States regarding withholding and unemployment taxes
- Prepare and maintain payroll records and reports
- Reconcile general ledger accounts pertaining to payroll Research and resolve problems and perform scheduled activities
- Provide timely and accurate payroll related assistance to employees as requested
- Document work flow and work procedures for audit purposes
- Provide year end support including audits and tax filings

Experience/Qualifications:

- Bachelors degree in Accounting, Business Administration and 7+ years of payroll management experience
- ADP and Enterprise eTIME experience a plus
- Large corporate / high volume payroll experience required
- Certified Payroll Processor preferred
- Multi-state, multi-location experience;
- Excellent organization, communication and interpersonal skills, and the ability to work independently and manage priorities under tight timelines
- Critical thinking, strong analytical skills and problem solving ability
- Ability to handle a variety of tasks effectively and efficiently Ability to deal tactfully and discreetly with confidential matters
- Must be a team player
- Excellent spreadsheet skills and working knowledge of Microsoft Office

Please respond to:

Kevin Cullen

Recruiting Manager, Accounting & Finance

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