



Job Title: Payroll Manager
Unit: Payroll - Atlanta
Reports to: Smita Patel
FLSA: Exempt
Date: September 2011

EDUCATION and/or EXPERIENCE

- Min. 5 years of experience using Lawson HRIS for Payroll set-up and processing.
- Min. 3 years of immediate prior experience as Payroll Manager managing a team of at least 4 payroll professionals for a multi-state payroll. Experience processing payrolls in a multi client environment would be a plus.
- Knowledge of both SCI and PF1 clients strongly preferred.
- Min. 7 years of total work experience as a payroll professional and/or payroll manager
- Bachelor's Degree and/or payroll certification preferred. High school diploma or general education degree (GED) and a minimum of 10 years of payroll processing experience will be considered in lieu of Degree.

JOB SUMMARY

The Payroll Manager leads the Payroll team in processing high volume, complex multi-state and multi-FEIN labor and payrolls in our Lawson HRIS system, ensuring a high degree of accuracy and regulatory compliance. This position will also be involved with payroll accounting, G/L reporting, and other payroll responsibilities, including

ESSENTIAL RESPONSIBILITIES include but are not limited to:

- Manage team of 4 to 8 payroll professionals including hiring, training and performance management responsibilities
- Overseas the compilation and calculation of gross to net payroll including data such as (but not limited to) hours worked, garnishments, taxes, insurance, and union dues, bonus payments, stock options, tuition reimbursements, relocation expenses, etc., from time sheets, time clock downloads or other agreed methods.
- Responsible for managing the quality, timeliness and completeness of payroll output. Reviews wages computed and corrects errors to ensure accuracy of payroll.
- Troubleshoots payroll processing issues to successful, timely resolution.
- Processes void and out of cycle payments.
- Coordinates the processing of "special payment cycles" with client representatives.
- Must be knowledgeable about federal tax compliance for member withholdings as well as have experience in processing payroll taxes (federal, state and local) in a multi-state environment.

Operations Centers

Corporate Office – Atlanta • 2435 Tech Center Parkway, Lawrenceville, GA 30043 • 800.444.6211
Anchorage • 4241 B Street, Suite 200, Anchorage, AK 99503 • 907.337.2425 **Chicago** • 1420 Kensington Road, Suite 114, Oak Brook, IL 60523 • 800.750.1932
Dothan • 220 Healthwest Dr., Suite 3, Dothan, AL 36303 • 800.755.6722 **Los Angeles** • 6053 W. Century Blvd., 9th Fl., Los Angeles, CA 90045 • 310.846.5150 ext. 101
Orlando • 5367 Conroy Road, Suite 300, Orlando, FL 32811 • 866.370.4211 **Tampa** • 4224 W. Henderson Blvd., Tampa, FL 33629 • 800.932.4610
www.scicompanies.com www.platformone.com



- Maintains relationship with payroll clients and responds to clients' payroll inquiries over phone and via email. Attends regularly scheduled client meetings regarding overall service delivery or assigns appropriate team representative to attend.
- Responsible for documenting payroll processes and the coordination of cross training of the payroll team.
- Assists with client implementations to ensure proper set-up.
- Participates where appropriate in user acceptance testing of new Lawson features and payroll related updates.
- Proactively recommends and implements process improvements to external and internal clients
- Assist with SAS audit compliance with our PF1 clients.
- Manage SCI and PF1 payrolls.

CORE COMPETENCIES

- **ADAPTABLE** - Able to work within a dynamic environment; willingness to help the company and peers accomplish goals and objectives.
- **ACCOUNTABLE** - Understanding his/her role in terms of the Payroll Professional position with PMG; responsible for his/her work and developing excellent relationships with clients.
- **EFFECTIVE COMMUNICATOR** - Demonstrates professional verbal and written skills; proper listening and questioning skills; able to articulate properly while continuing to demonstrate both a positive attitude.
- **GOAL ORIENTED** - Professional organization and time management; able to discern what is critical both internally and with clients; able to offer suggestions based on the end or desired results that provides value to the customer and create win/win results for PMG and the client; independent thinker; meets deadlines.
- **NEGOTIATOR/INFLUENCER** - Ability to outline the goals/results expected and effectively communicates why a change may be needed; handles each issue in a way that promotes utilization of PMG's processes and services that will result in a positive overall influence of PMG's value to the economic buyer.
- **INTERACTIVE** - Able to develop long-standing relationships with clients; good social skills internally and with client base; maintains a sense of positive energy when approaching issues and concerns.
- **POSITIVE ATTITUDE** - Continuously approaching every interactive opportunity in a way that will create a win/win result rather than focusing on what problems exists; demonstrates the ability to be self-motivating as well as strives to motivates others by his/her example of positive action; perseverance, a steadfast pursuit of job objectives when faced with unexpected obstacles
- **PROACTIVE** - Able to identify 'Red Flags' with clients before there is an issue and escorting that issue to the proper Center of Excellence to be resolved as well as utilizing a consultative approach to address trends and opportunities that will demonstrated added value to the client.
- **RESPECT** - Respect for customers and co-workers; politeness on the job; understanding the needs of the client may differ from yours or PMG's
- **PROBLEM SOLVER** - Working within process and product definition to create solutions for internal and external customers



DOMAIN COMPETENCIES

- Fundamental knowledge of PMG Products & Services – maintains updated knowledge of products, services, technology and relative processes as well as thorough understanding of PMG values and concepts of strategic selling.
- Detail Oriented - ability to analyze reports and information to address and resolve any issues or concerns that may arise.
- Solutions Oriented – ability to align solutions with objectives and needs as well as the ability to evaluate solutions to determine areas of improvement.
- Process Oriented - follows through with all PMG processes and procedures to ensure compliance.
- Resourcefulness – ability to identify key resources including practical use of internet, manuals, books, and human resources to achieve appropriate training programs and materials.
- Strong business acumen. Ability to proactively recognize financial and operational impact of payroll processes on both PMG and Client operations.

NATURE OF SUPERVISION RECEIVED

Receives general direction and is competent to perform nearly all aspects of the job independently.

NATURE OF SUPERVISION EXERCISED

Responsible for staff as assigned.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear.
- The employee frequently is required to walk.
- The employee is occasionally required to stand.
- The employee must frequently lift and/or move up to 20-25 pounds.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The above statements are intended to describe the general nature and level of work performed by people assigned to this position. They are not intended to be construed as an exhaustive list of all job duties performed by the personnel so classified. Management reserves the right to revise or amend duties at any time.