

POSITION/TITLE: Payroll Manager
REPORTS TO: Accounting Manager
LOCATION: Seattle, WA
SALARY RANGE: \$88,800 - \$120,200

Organization Summary:

Publicly held company pharma company. Hybrid /remote and in office one day a week

Position Summary:

The Payroll Manager I will be responsible for managing the entire payroll function including processing the semi-monthly and bi-weekly payroll for 230+ employees in a multi-state organization. This position is not a supervisory role. The position will perform a variety of payroll accounting functions including preparation and reporting of payroll while ensuring compliance with all applicable regulations. This role will report to the Accounting Manager and perform journal entries and account reconciliations as they relate to payroll, benefits and employee bonus.

Essential Duties & Responsibilities:

- Maintains payroll information.
- Analyzes, prepares and processes semi-monthly and bi-weekly employee payroll ensuring accurate processing of leave of absence, vacation, payroll deductions, garnishments, etc.
- Prepares various journal entries, account reconciliations, and provides general ledger support in the areas of payroll.
- Updates payroll for terminations and new hires
- Working closely with accounting and legal, produces supporting documentation for SEC filings and audit within appropriate timeframes.
- Prepares monthly, quarterly and year-end reports (gross payroll, hours worked, vacation accrual, tax deductions, benefit deductions, 401k match etc.) for management.
- Ensures compliance with all applicable local, state and federal legal requirements.
- Stays current on payroll system updates achieving alignment with any changes in procedures and/or processes.
- Facilitates management and employee understanding of payroll procedures.

- Maintains stock option database adding new participants, uploading new grants to current participants and terminating participants.
- Ensures option exercises are processed accurately and reflected in W-2s.
- Maintains daily stock administration which includes updating option exercise stock databases, preparing reports and performing analysis.
- Partnering with Human Resources, facilitates and ensures that HR related areas of responsibility, such as Open Enrollment benefit changes to benefit elections, etc., are successfully reflected in ADP.

Education, Experience, Skills, and Knowledge Required:

- A minimum of 4 years of experience using ADP Workforce Now (strong understanding and working knowledge)
- Bachelor's degree in Accounting, Finance, Business Administration or equivalent is required; CCP designation.
- A minimum of 5 - 8 years of progressive work experience within a public company managing and coordinating payroll, stock plan activities and benefits is required.
- A minimum of 1 - 2 years of management experience
- 2 years of Oracle Fusion experience a plus
- Demonstrated knowledge of stock plan administration preferred.
- Advanced Excel preferred.
- Strong written and verbal communication skills with the demonstrated ability to communicate effectively and professionally.
- Strong analytical, problem-solving and systems thinking skills; detail oriented.
- Solid organizational and time management skills including the ability to prioritize and multi-task in a demanding environment.
- Strong customer service skills
- Ability to maintain confidentiality.

Behavioral Competencies Required:

- The ability to influence, build and maintain positive relationships with management, peers, and subordinates.
- Ability to work in a team environment as well as independently.
- Passion and desire to learn new things.
- Ability to adapt to change.