

Position Description

PAYROLL MANAGER

The Payroll Manager is a full-time, exempt position in the Finance Department of the Bernard Osher Marin Jewish Community Center. This position reports directly to the Director of Finance and is an integral member of the finance team. The Payroll Manager is diplomatic, patient and flexible, and provides payroll solutions with a high level of customer service. Possession of sound judgment, discretion, advanced payroll processing knowledge and strong organizational skills are essential. We enjoy a diverse employee population and this position interacts w/ all levels of staff.

Responsibilities:

- Process and produce a complex, semi-monthly payroll for a 250 + person staff, including Union, non-union, part-time and exempt using ADP Workforce Now.
- Process and manage all new hire and end of employment payroll related paperwork, checking for accuracy and completeness
- Resolve employee questions and concerns quickly & tactfully
- Maintain ADP Time and Attendance portal
- Maintain knowledge of payroll, taxes, ACA & COBRA law.
- Calculate and prepare manual checks, involuntary terminations, missed hours, special check requests and corresponding paperwork including insurance premiums, garnishments, pension plan contributions and union dues
- Coordinate payroll information with accounting department
- Create payroll reports for budgeting, reporting and analysis
- Administer and process a variety of enrollment forms including medical and dental, 403b retirement plans, disability insurance, voluntary flexible plans garnishments, COBRA, FMLA & LOAs, etc.
- Reconcile monthly provider invoices and submit payment requests to Accounts Payable
- Complete annual audits for Worker's Compensation, Union membership and 403b retirement plans
- Update and maintain quarterly reporting for Multiple Worksites report for Department of Labor
- Assist Human Resources Director to plan and execute annual benefits open enrollment
- Maintain employee files and benefits records
- Special Projects as assigned

Qualifications:

- 5+ years of experience processing payroll with ADP, Work Force Now
- Advanced technical savvy with Excel and Word
- Highly organized and accurate with excellent time management and prioritization skills
- Demonstrated customer service skills and able to work well with all levels of staff
- Able to work in a fast-paced, team setting while maintaining grace and humor
- Absolute ability to maintain confidentiality

Benefits and Salary:

- Health & dental insurance
- Life & Disability insurance
- 403b and 125 plans
- 22 paid vacation days per year
- 13 paid sick days per year
- 12 National & Jewish holidays per year
- Up to 5 emergency leave days
- JCC Family membership and substantial discounts on JCC programs and events
- Salary commensurate with experience

To apply, please send your resume and cover letter to Lisa Bookstein via email at lbookstein@marinjcc.org

Thank you for your interest!