



PAYROLL MANAGER

DESCRIPTION

This position is responsible for managing the activities of the payroll function, including the preparation, documentation and disbursement of all payroll checks, direct deposits, employee and employer taxes and retirement contributions as well as other benefits

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Manage and guarantee weekly, bi-monthly and monthly disbursement of multi-state payroll, including garnishments, benefits and taxes to employees consistent with federal and state wage and hour laws
- Ensure the processing of new hires, temporary workers, transfers, promotions and terminations is accurate and timely
- Reconcile all payroll related accounts to the general ledger.
- Prepare year-end forms
- Prepare the quarterly taxes according to the quarterly 941 filing requirements
- Report new employee information to State as required by law
- Keep current with the changes in the tax laws at the federal and state level with respect to the payroll statutes and reporting procedures; establish policies and guidelines to ensure compliance with statutes and reporting procedures
- Report all tax information timely to relevant tax authorities
- Analyze, resolve and answer complex or difficult problems
- Critically review and analyze current payroll, benefits and tax procedures in order to recommend and implement changes leading to best-practice operations
- Maintain payroll reports, spreadsheets and payroll files
- Assist Chief Financial Officer as necessary
- Other duties as assigned

JOB REQUIREMENTS

- High School Diploma or equivalent
- 3+ years experience in payroll calculation and processing

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- Exceptional analytical and problem solving abilities
- Strong computer aptitude, including expertise with Microsoft Excel and Word as well as experience with payroll software
- Knowledge of principles, practices, regulations, and procedures as they relate to payroll
- Knowledge of applicable local, state and federal rules, laws and regulations
- Excellent oral and written communication skills
- Effective interpersonal skills
- Ability to lead people and obtain results through others
- Ability to prioritize conflicting demands
- Ability for repetitive motions of wrist, hand, or fingers
- Ability to see things at close vision
- Ability to lift and/or move up to 10 pounds

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