



## Gateway Search Associates

*Recruiting for Accounting, Audit, Tax and Financial Professionals*  
215-619-3026

Company	Manufacturing Organization
Address	Thorofare, NJ
Job Title	Payroll Supervisor
Education	Bachelor's degree.
Certification	No certifications required.
Years Experience	5+
Salary/Benefits	\$65,000 plus bonus (flex)
Position Description	Payroll
Ideal Background	Familiarity with Ceridian or ADP payroll systems.
Special Instructions	

The organization is roughly 1,500 people at multiple locations, consisting of hourly (with 2 unions) and salary personnel. We primarily use Ceridian as our payroll processor.

### **SUMMARY**

Supervises and coordinates the activities of workers engaged in recording hours of work, processing time records, compiling payroll statistics, maintaining payroll control records, and calculating payrolls by performing the duties listed below. Provides leadership and expertise in projects related to payroll and payroll systems implementation.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

- Reviews, or directs review of, personnel records to determine names, rates of pay, and occupations of newly hired workers, and changes in wage rates and occupations of employees on payroll.
- Records, or directs recording of, new or changed pay rates in payroll register or computer files.
- Directs computation of pay according to company policy.
- Directs compilation and preparation of other payroll data such as pension, insurance, and credit union payments.
- Reviews and approves payroll deductions.
- Interprets company policies and government regulations affecting payroll procedures.
- Directs the preparation of government reports.
- Reviews payroll to ensure accuracy.
- Provides payroll related audit support.
- Provides support to, and interfaces with, government entities related to payroll matters.
- Determines work procedures, prepares work schedules, and expedites workflow.
- Issues written and oral instructions.
- Assigns duties and examines work for exactness, neatness, and conformance to policies and procedures.
- Studies and standardizes procedures to improve efficiency of subordinates.
- Maintains harmony among workers and resolves grievances.

**Patrick F. Luddy, Jr**

Senior Recruiter

215-619-3026 Ext. 214 (Office)

215-375-7153 (Direct)

215-694-1239 (Cell)

[PFL@Gatewaysearch.com](mailto:PFL@Gatewaysearch.com)

