



Bay State Milling Job Description

Job Title:	Payroll Manager
Department:	Human Resources
Reports To:	Senior Manager of HRMS/Payroll
FLSA Status:	Exempt
Prepared By:	Human Resources
Date Revised:	3/16/2020

SUMMARY

The Bay State Milling Human Resources team delivers quality services to a high-functioning and highly engaged workforce across the United States. Based in our Corporate Headquarters in Quincy, MA and reporting directly to the Senior Manager of HRMS/Payroll, the Payroll Manager is responsible for the production and timely delivery of two payrolls (weekly and semi-monthly). The Payroll Manager uses Ultimate Software's (UltiPro) Workplace HRMS/Payroll and Time Management systems to accurately pay employees in compliance with Federal and State laws and regulations, such as the Internal Revenue Service (IRS) rules and regulations and the Fair Labor Standards Act (FLSA). The Payroll Manager assures proper tax treatment, accounting and disposition of withholdings, such as taxes, deductions for benefits, retirement contributions, etc. This position interacts with all locations and employees of the Company. The Payroll Manager is required to maintain current payroll documentation for payroll-related business requirements and processes and procedures, support internal customers and business partners, and promote proactive approaches for using systems and/or reporting capabilities to best support the needs of the Human Resources Department and the Company.

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

- Manages the accurate and timely processing of multi-state payrolls (weekly and semi-monthly), for a combined employee population of approximately 550 employees, including garnishments, benefits, and taxes consistent with the Federal and State wage and hours laws.
- Prepares payroll funding requests for payroll deposits, tax withholdings, garnishments, union dues and other payments, voluntary withholdings, and BSM Retirement Plan contributions.
- Manages the monthly preparation of the payroll and tax journal entries for general ledger posting to Microsoft Dynamix AX accounting system.
- Audits employee data and payroll information for essential accuracy and correctly interprets and applies company policies and government regulations affecting payroll procedures, including Collective Bargaining Agreements for three union populations.

- Manages the timely completion of periodic payroll tax review and reporting requirements throughout the calendar year, as well as the annual preparation, reconciliation and issuance of Form W-2s.
- Critically reviews and analyzes current payroll, benefits and tax procedures in order to recommend and implement changes leading to best-practice operations.
- Keeps well-informed and studies the latest payroll industry standards, existing and new legislation, and other various compliance areas.
- Maintains professional and technical knowledge by attending educational workshops, reviewing professional publications, establishing personal networks, participating in professional groups.
- Supports annual processes including Open Enrollment, Salary Planning, Bonus Administration, Performance Management and other initiatives.
- Creates end-user documentation and help guides; promptly responds to site inquiries about payroll and time and attendance system needs and processes; and provides navigational support and training to end-users.
- Oversees routine annual audits between HR/Finance and external auditors.
- Protects payroll operations by keeping information strictly confidential.
- This role will also have responsibility for other project work as required.

QUALIFICATIONS *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

EDUCATION and EXPERIENCE

- Bachelor’s degree in Accounting, Finance, Business Administration or a related field; 5+ years of progressively responsible experience for a multi-state payroll.
- Experience with Ultimate Software (UltiPro Workplace or UltiPro Enterprise) is preferred, or proficient with other payroll software. Experience with UltiPro Time Management, UltiPro Workforce Management or Kronos Workforce Management is preferred, or proficient with other time and attendance software. Experience with IBM Cognos Business Intelligence is preferred, or proficient with other reporting software.
- In-depth knowledge of a multi-state payroll function including preparation, balancing, internal control, and payroll tax at the Federal, State and Local level.
- Must have the demonstrated ability to handle multiple tasks/projects and details simultaneously, effectively manage time, adhere to deadlines, work with a sense of urgency for time-sensitive matters.
- Excellent organization skills and precise attention to detail.
- Knowledge of accounting principles and practices with regards to payroll transactions, month-end close schedules, and general ledger account reconciliations.
- Strong analytical and problem-solving skills.
- Strong customer service and communication skills (oral and written).
- Requires self-direction, tact, diplomacy and a clear, courteous and professional manner when dealing with employees and other levels of the organization, as well as external contacts.

- Team-oriented and customer-service focused.
- Full working knowledge of Microsoft Office suite, including Word, Excel and PowerPoint; intermediate to advanced Microsoft Excel experience required.
- Certified Payroll Professional (CPP) certification is a plus.

LANGUAGE SKILLS

English fluency is essential. Must have strong verbal and written communication skills, with ability to respond to either common and sensitive inquiries or complaints from internal and external customers. Spanish language skills are a plus.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rates and percentages.

REASONING ABILITY

Must have seasoned judgment and business situation versatility, with ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to deal with Human Resources and Payroll issues confidentially.

OTHER SKILLS AND ABILITIES

Must be detail-oriented and be able to work independently. Ability to use computer programs including Payroll Software, HR Software, MS Office suite. Must be willing to attend seminars to stay abreast of current federal and state guidelines and laws, relating to the Payroll function, that affect the Human Resources Department.

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 and use hands to finger, handle, or feel objects, tools, or controls. The employee frequently is required to talk or hear. The employee is occasionally required to reach with hands and arms. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, and the 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.

While performing the duties of this job, the employee is generally exposed to a non-manufacturing, office type environment and not subject to noise, dust, industrial type machinery. Occasionally and when visiting operating sites, the employee may be exposed to limited amounts of dust and noise and be in the general vicinity of large manufacturing equipment.

FOOD SAFETY / SECURITY REQUIREMENTS:

The Company is committed to producing and delivering defect-free products. To ensure this, all employees are required to be trained on and adhere to the Good Manufacturing Policies set forth by the Company as they pertain to personnel practices, equipment, and facilities. It is also vital that all employees be aware of the work environment and when possible, prevent accidental or intentional adulteration of products produced at this facility. As a result, any employee has a right to put product on hold if they have a concern. At the plant level, only the Quality Assurance Manager and General Manager have the authority to release product on hold.