

A family owned and operated, full-service property management company in Queens, NY seeks a highly professional, customer service-oriented Payroll Manager to join their team.

The Payroll Manager has overall responsibility for managing and administering the Company payroll function working closely with the Human Resources Department and Finance teams to ensure integration with planning, and budgeting.

This role, is a hands-on, payroll processing position and establishes and administers processes and procedures to ensure employees are paid timely and accurately in compliance with applicable rules and regulations. The position requires a strong performance orientation and attention to detail, a track record of delivering timely and accurate results and the ability to prioritize and deliver exceptional service to our employees.

Skills/Qualifications

- Bachelors' Degree required.
- PHR Certification, preferred.
- 5+ years of recent payroll processing experience, required. Paychex Flex experience, preferred.
- Payroll processing experience in a multi-union company, preferred.
- 5+ years' experience managing staff in a successful team environment.
- Human Resources Management experience, preferred.
- Excellent computer skills with proficiency in MS Office.
- Great verbal and written communication skills.
- Proactive work ethic and attention to detail.
- Must be upbeat, polite, courteous and tactful.
- Superior Customer Service skills required.
- Proven ability to operate selflessly as part of a dynamic team.
- Proven ability to multi task.
- Prior experience in a fast-paced environment.

Please send resumes to: Dorothea Knope at dorothea@sevenstarhr.com.

**This Company provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, The This Company complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.*