

Professional Physical Therapy

Title: Payroll Manager

Location: Uniondale/Melville, LI

The Payroll Manager is responsible for all payroll activities. In this role you will manage an administrator and perform and/or supervise all tasks and activities necessary to process the company payroll, including maintaining related records, processing involuntary deductions and garnishments, and preparing required reports for management.

- **Responsibilities**

- Process and manage full cycle payroll administration

- Coordinates with HR team members to ensure the integrity of the payroll data related to new hires, terminations, transfers, rate changes. Makes updates as necessary.
- Verifies new hire information has been entered correctly into the payroll system
- Generates Third Party Sick Pay On Demand Checks for employees on FMLA
- Researches and answers questions from managers and employees as they relate to payroll and PTO, banking, garnishments, retroactive pay calculations, tax questions and other changes
- Ensures compliance and adheres to company's policies relating to the processing of wages and paid time off
- Coordinate with HRIS representatives to address any inquiries and/or requests Maintain control of company payroll files with strict confidentiality
- Payroll system conversions, implementation, and project management experience preferred.
- Strong communication, time management and organizational skills.
- Demonstrated ability to work in supporting management role and continuously develop skills and knowledge to promote advancement.

- **Experience**

- Bachelor's degree in business, computer science or other related field

- 3-5 years' experience in Payroll, prior experience with automated payroll systems.
- Strong knowledge of HR processes - onboarding, payroll, benefits, compensation, and salary administration.
- Excellent computer skills required, including knowledge of MS Word, Excel, and Access.
- Must be able a self-starter and able to work in a fast paced environment/ability to multi-task.
- Demonstrate high attention to detail, quality and accuracy, high energy and work ethic, responsible, self-starter, team player
- Exhibit a "no job too small" attitude, strong interpersonal skills, ability to manage and communicate across boundaries, build cross- functional collaboration, and influence without direct authority.

This position will relocate to Melville in a couple of months

Submit resume to opportunities@professionalpt.com or applying online at www.professionalpt.com.