



## APPENDIX A

### Source Interlink Career Opportunity Form

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**POSTING DATE:** 11/11/09

**POSITION:** Sr. Payroll Manager

**DEPARTMENT:** Payroll

**LOCATION:** Bonita Springs, FL

**REPORTS TO:** Sr. Dir, Benefits, Compensation, Payroll & HRIS

#### **FUNCTIONS:**

Under the direction of the Senior Director, the Sr. Payroll Manager oversees payroll administration. The Sr. Payroll Manager is responsible for monitoring all tasks necessary to accomplish the organization's payroll processing objectives, including relationships with external vendors, auditors and state and federal regulators. The majority of the employee's time is spent planning, coordinating, training and managing the function of the payroll department.

- Manage processing, balancing and funding of all company payrolls according to established schedule to ensure timely and accurate pay checks.
- Ensure company pay practices are in compliance with all federal and state laws
- Respond timely and professionally to all inquiries and requests for information
- Create, review and maintain policy and procedure documentation to ensure documents reflect current operations
- Manage and coordinate all year end activities, including relocation updates, lease car updates, audits, balancing and issuing W-2's
- Manage the payroll tax function including overseeing the accurate set-up and administration of payroll tax information for multiple EIN's at the local, state, and federal levels
- Participate in vendor management functions to ensure compliance with contract and service metrics
- Provide training and coaching to staff
- Create, maintain and distribute custom payroll reports for management

#### **REQUIRED QUALIFICATIONS:**

- Bachelors degree or equivalent
- CPP designation preferred
- At least 5 years experience hiring, developing and managing a staff
- At least 8 years experience managing multi state, multi FEIN payroll operations for 7,000+ employees
- Minimum 5 years hands on experience using ADP, eTime TLM and Reportsmith
- Minimum 5 years experience applying Federal and State Wage and Hour laws
- Fully proficient with Outlook, Word, Excel, PowerPoint
- Excellent verbal and written communication skills
- Ability to multi-task and manage through change
- Ability to meet deadlines in a fast-paced environment

#### **HOW TO APPLY FOR THIS POSITION:**

Email resume, letter of interest and salary information to: [jobs@sourceinterlink.com](mailto:jobs@sourceinterlink.com)