



Benefits and Payroll Manager

Mount Laurel, NJ · 5 days ago · 37 applicants

- \$90K/yr - \$135K/yr Hybrid Full-time
- 201-500 employees
- [2 school alumni work here](#)
- [Skills: Employee Benefits, Payroll Systems, +7 more](#)

About the job

We are seeking a highly skilled Benefits and Payroll Manager who will be responsible for overseeing HR information systems (HRIS), ensuring timely and accurate payroll processing, administering employee benefits programs, and maintaining compliance with HR laws and regulations. Must have a strong understanding of all Payroll processes and HR regulations and excels at team communication and collaboration. This is a high performing, results oriented, and client centric role.

This is a hybrid position: 3 days in office (Moorestown, NJ) and 2 days from home

Job Functions:

- **Payroll Management:**
 - Manage and oversee the end-to-end payroll process using Paycor software.
 - Familiarity with complex variable compensation plans, commissions, state and federal minimums for exempt employees and blended overtime.
 - Work with Finance to maintain a monthly reporting budget of all monthly commissions to be paid, make finance aware of any changes.
 - Validate payroll data for accuracy, including deductions, taxes, and employee classifications.

- Oversee the complete payroll processing cycle, ensuring accurate and timely payroll delivery, compliance with tax laws, and the resolution of any discrepancies.
- **Benefits Management:**
 - Administer employee benefits programs, including health insurance, vision, dental, life insurance, supplemental plans and retirement plans.
 - Serve as the primary contact for benefits vendors and third-party administrators, managing relationships and negotiating contracts.
 - Coordinate open enrollment processes, ensuring effective communication with employees and adherence to deadlines.
 - Serve as the primary contact for benefits-related inquiries and issues, collaborating with external providers as necessary.
 - Collaborate with the finance team to manage 401K administration, including the annual 401K audit, to ensure regulatory compliance and optimal benefit management for employees.
 - Manage EDI feeds for accuracy and administer the set up on any new EDI feeds as needed.
- **Compliance and Reporting:**
 - Maintain compliance with federal, state, and local payroll and benefits regulations.
 - Prepare and file required reports related to payroll taxes, employee benefits, and other regulatory requirements.
 - Stay updated on changes in legislation and regulations impacting payroll and benefits, sick leave laws, PTO and FMLA law.
 - EEOC reporting
 - California Pay Data reporting.
 - ACA reporting.
- **Process Improvement and Documentation:**
 - Continuously assess and improve payroll and benefits processes for efficiency and accuracy.
 - Develop and maintain detailed documentation of payroll and benefits procedures and policies.
 - Train and educate staff on payroll and benefits-related matters as needed.
- **Audits and Internal Controls:**

- Conduct regular audits of payroll and benefits data to ensure integrity and compliance.
- Implement and monitor internal controls to safeguard payroll and benefits data.
- **Other HR Duties:**
 - Handle all aspects of FMLA leave management.
 - Write and administer all offer letters.
 - Work closely with the HR team to manage the onboarding and offboarding of employees from payroll and benefits systems, ensuring a smooth transition for all parties involved.

Position Qualifications:

Skills/Abilities:

- Ability to act with integrity, professionalism, and confidentiality.
- Comprehensive knowledge of federal and state regulations, filing, and compliance requirements affecting employee pay and benefits, including FLSA, ERISA, COBRA, FMLA, ADA, SECTION 125, Worker's Compensation, Medicare, Social Security, and DOL requirements, with the ability to interpret and apply these laws to company policies and practices.
- Technologically adept with proficiency in Microsoft tools (e.g. Word, Excel, Outlook, Teams).
- Strong Excel Skills, including competency in vlookup, pivot tables and intermediate formulas
- Strong written and verbal communication skills to effectively interact and build positive relationships with employees, managers, external vendors, and stakeholders from diverse backgrounds.
- Strong analytical, organizational, and project management skills, with a proven track record of improving processes and enhancing system efficiencies.
- Contribute to and maintain a positive and collaborative work environment.
- Proactive, adaptive, and flexible, with the ability to manage multiple priorities in a dynamic environment.
- Perform as a team player and participate in all activities contributing to the overall objectives of the department.

Education and Experience:

- Bachelor's degree in Human Resources, Accounting, Finance, or related field, or equivalent experience.
- Strong proficiency with and advanced knowledge of payroll systems; Paycor experience highly preferred.
- 5+ years of payroll processing experience in a multi-state (including California) setting, including new state registration and commissions (guarantees/draws).
- 5+ years of experience with benefits administration, including eligibility requirements, open enrollment processes, and navigating the intricacies of qualifying life events
- Certifications such as Certified Payroll Professional (CPP) or Certified Employee Benefit Specialist (CEBS) would be a plus
- Experience with leave management and coordination with state and private insurance

Employer-provided

Pay range in Mount Laurel, NJ

Exact compensation may vary based on skills, experience, and location.

Base salary

\$90,000/yr - \$135,000/yr

Featured benefits

- Medical insurance
- Vision insurance
- Dental insurance
- 401(k)

Link to job posting:

<https://www.linkedin.com/jobs/view/3959525941>