# Payroll Manager

**Information about #32211 Payroll Manager**

**Work Location: This role is working from our office in Akron, Ohio two days each week and works remotely the other 3 weekdays.**

**Formulated to Care**

For more than 75 years, GOJO, Makers of PURELL® has been powered by people who are energized by helping the world experience greater health and well-being.

The positive impact of our PURELL® hand and surface hygiene solutions is driven by our global community of highly collaborative and talented team members who love to learn, innovate, care for each other, and deliver our Purpose of Saving Lives and Making Life Better.

## Role Objective

Responsible for the oversight of timely and accurate processing of US and Canada payrolls and related benefit payments ensuring adherence to company policies and statutory laws.  Coordinates with third party to remain compliant with all taxing jurisdictions. Maintains and reconciles payroll, tax and withholding General Ledger Accounts.

## Essential Functions and Responsibilities

* **Managing US and Canada Payroll Process**: Assists with the processing of the Weekly and Bi-Weekly Payrolls, including oversight of time keeping transactions, to ensure accurate and timely payments to team members
* **Managing Withholdings, Benefits and Deductions**: Ensures all withholdings, benefits, deductions and garnishments are entered timely and correctly within the payroll system.  Ensure all US and Canada payroll related benefit payments are submitted accurate and timely
* **Compliance**: Stay up to date on local, state and federal regulations ensuring payroll compliance. Review notices/updates from Dayforce and action accordingly. Ensure proper controls are in place to prevent and identify incorrect or fraudulent transactions
* **Resolving Payroll Issues**: Provide assistance to team members related to questions on their pay statement. Ensure all errors are cleared before processing payroll files
* **Payroll Tax Maintenance and Oversight**: Set up new taxing localities and collaborates with Dayforce Tax on any issues/questions. Reconciles tax accounts and ensures payments are posted appropriately. Reviews Payroll Taxes filings completed by third party
* **General Ledger Posting and Reconciliation**: Prepare and post payroll files to the General Ledger (SAP). Reconcile all payroll, tax and withholding accounts
* **Period End Activities**: Performs activities for period end such as SAP monthly close processes, quarterly tax adjustments, W2 balancing, etc.
* **Audits**: Provide support and answer questions from any third party auditor (i.e. annual Financial Statement Audit, 401K Audit, local payroll tax audits, etc.)
* **Support Payroll Team**: Troubleshoot issues, provide training, and serve as a backup for team members
* **Continuous Improvement**: Seeks opportunities to develop and implement new processes and system enhancements to improve payroll and timekeeping efficiencies
* **Collaboration**: Collaborate with HR and IT for integration of payroll data and benefits. Collaborate with Finance on GL Postings and Reconciliations
* **Documentation**: Maintains payroll processing guides and checklists. Ensure proper document retention
* **Reporting**: Provides payroll reporting as needed to complete surveys, insurance renewals, etc. Provides ad hoc reports to managers as needed

## Education and Experience

* Bachelor’s degree in Accounting/Business or other related field preferred
* Minimum five (5) years payroll and related accounting experience required
* Experience with Ceridian Dayforce timekeeping and payroll processing required
* Detail-oriented with excellent organizational and time-management skills
* Prior experience with third party payroll tax processing and General Ledger posting required
* CPP designation preferred

## Supervision/Coordination

* Internal contacts include employees; frequent interaction with HR and Accounting staff members.
* External contacts include Dayforce Tax Service, child support agencies and taxing authorities.
* No direct supervisory responsibility with this position.

## Travel Requirements

Overnight Travel - not required

**To Apply:**

To apply for this position, please complete the online application process.  You will have an opportunity to include your resume and a cover letter.   GOJO is an Affirmative Action/Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, protected veteran status or status as an individual with a disability.   Applicants must be lawfully authorized to work in the United States.

Recruiters, Search Agencies or others referring candidates to GOJO Industries, Inc. without written authorization from GOJO Industries, Inc. Human Resources will not be compensated in any way for their online referral even if GOJO Industries, Inc. hires the candidate.  GOJO does not seek or respond to unsolicited resumes for positions that are not listed in the Careers section.

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Include your message and signature so the candidate has the appropriate "reply to" information.