

Assistant Payroll Manager

Brookville, NY

Monday-Friday, 35 hrs/flex

Join a non-profit organization that has the warmth and strong purpose to make you feel good about where you work, along with an impressive size that is a perfect place to grow your career and make a difference. We provide support to over 2,200 people throughout Nassau and Suffolk Counties **AHRC Nassau** partners with a family of organizations including Brookville Center for Children's Services, Citizens Options Unlimited and Advantage Care Health Centers. We appreciate our employees and our staff's longevity is proof!

We currently have a full-time opportunity for an **Assistant Payroll Manager** at our Brookville location to ensure tax compliance and manage internal/external payroll audits. In addition, the position will support the continuous evaluation of payroll processing to transform the department through increased use of technology, development of policies and procedures, and right-size staffing of the department.

In this role, specifically you will:

- Handle Periodic Payroll and Year End Reporting
- Oversee the timely preparation, review, auditing, and finalization of multi-company payrolls (*bi-weekly, off-cycle*), quarterly IRS Form 941's and NYS Form 45 and year-end IRS Form W-2 processing
- Review the accuracy of quarterly tax filings, and year-end processing including but not limited to third party sick pay, adjustments, and group term life insurance.
- Ensure compliance with Federal and State DOL and IRS regulation laws.
- Generate Business Intelligence reports to review payroll register, employee status, direct deposits, pay cards, leave of absence/ PFL, garnishments, deductions, elective benefit deductions and other audit reports to assess the accuracy of payroll outcome and the functionality of applications.
- Work with the Payroll Manager to review departmental workflow to refine and organize areas that can benefit specific job responsibilities.
- Work with the payroll processing vendor, UKG, to open cases to solve business needs.
- Support the implementation, integration, and training of Kronos UKG Dimensions.
- Timely prepare, provide, and discuss staff performance evaluations.
- Work closely with Payroll Manager to cross train and develop staff to ensure adequate position coverage.

Here, we offer you:

- Low-Cost, High Quality Healthcare Insurance
- Work for a Premier Long Island agency
- Tuition reimbursement | College Loan Forgiveness
- Wellness Incentives – *Weight loss, yoga at work, gym membership & more!*
- Housing Assistance – *in Nassau or Suffolk County*
- Employee Recognition

- A diverse, inclusive team

We require:

- Bachelor's degree plus 3-yrs' relevant experience including 1-yr with staff supervision **OR**
- Associate degree plus 5-yrs' relevant experience including 3-yrs with multiple staff supervision **OR**
- High School Diploma / GED equivalent plus 10-yr's relevant experience including 5-yrs with multiple staff supervision
- Considered a Plus:
- Certified Payroll Professional (CPP) certification
- Kronos, UKG Pro, ADP
- Computer literacy included MS Office, Excel and Word
- Good interpersonal and written/verbal communication skills
- Ability to initiate projects, prioritizes and complete tasks on a timely basis with minimal supervision.
- Strong work ethic exhibiting a sense of urgency in completion of tasks, willingness to work a flexible schedule, including evenings and occasional weekend work.

Assistant Payroll Manager, Talk to us! For immediate consideration, **please email:**
habdulhaqq@ahrc.org

An EOE m/f/d/v.