

Payroll Manager Job Description

Basics

- ▲ Must have 3+ years as an accountant or bookkeeper with payroll experience working in a public accounting firm.
- ▲ Must be on a CPA track or willing to obtain EA credential within 180 days of start date (we have reimbursement programs).
- ▲ \$60,000 to \$70,000 total compensation.

Job Duties

You will be working directly with other payroll specialists, Tax Associates, Tax Seniors, Tax Managers and Partners. Your duties include-

- ▲ Setting up payroll accounts for clients,
- ▲ Processing payroll and monitoring payroll processing performed by others, including end of year verifications and processing,
- ▲ Generating and providing pay stubs and payroll details, including W-2s, to clients,
- ▲ Providing adjusting journal entries to clients, and answering questions about payroll processing,
- ▲ Resolving payroll notices and other payroll issues, and monitoring resolution performed by others such as ADP,
- ▲ Communicating with clients on a bi-weekly cadence and providing updates on payroll set ups, payroll notices and other issues,
- ▲ Reviewing ADP's invoices, creating a discrepancy list, and monitoring credits and adjustments,
- ▲ Calculating salary and tax projections, and entering shareholder payroll,
- ▲ Answering client phone calls and emails,
- ▲ Filing and organizing electronic documents,
- ▲ Training and leading fellow employees,
- ▲ Helping to keep the workflow moving,
- ▲ Performing office chores such as emptying dishwasher and basic tidying up (we have daily janitorial service too), and
- ▲ Other tasks related to accounting, taxes and consultation.

All salaried positions must work 2,000 hours annually.

How to Apply

Please visit our website for current openings, company-paid benefits, a description of who we are and the “how do I get this cool gig?” series of steps-

wcginc.com/jobs