

TRUCK HERO

POSITION: Corporate Payroll Manager

REPORTS TO: Director of Total Rewards

LOCATION: Ann Arbor, MI

FLSA: Exempt / Salary

QUALIFICATIONS:

The Corporate Payroll Manager directly accountable for the administration, coordination, and evaluation of the Payroll function. This unique role provides an opportunity to make a footprint within the organization while managing day-to-day Payroll activities. Truck Hero has been growing through acquisitions and currently has approximately 12+ other companies. This individual would standardize the Payroll function. This role reports to the Director of Human Resources Shared Services and currently has one direct report. There are also indirect roles with the Payroll in the acquired companies.

- Manage timely and accurate Payrolls; calculate out of cycle checks, as needed, such as manual checks for terminated employees, sales commissions and bonus checks.
- Edit and/or review all Payroll maintenance entries and make corrections in system, as needed, prior to payroll transmission.
- Manage time and attendance system (schedules reports, employee data).
- Complete weekly payroll audits.
- Support the year-end processing of Payroll, including supplemental Payrolls, W-2, other tax forms and other required government documentation.
- Evaluate and develop best practice Payroll processes and policies.
- Assist in the implementation and testing of HRIS, payroll and time entry software upgrades. Maintain accurate payroll processing instructions and procedures to serve as a resource for trainees.
- Maintain current HRIS system, Paylocity. Work with vendor to implement technical updates and provide design suggestions to maximize systems capabilities.
- Troubleshoot and assist users with the system.
- Monitors and responds to HR and Payroll inbox inquiries.
- Conducts staff trainings on the HRIS/Paylocity, Time Management and absence management processes.
- Produces various HR reports including regular post-payroll reports, human resource metrics, employee anniversary reports, and any one-off reports as assigned.
- Supports the annual performance review and bonus process including electronically distributing reviews and responding to staff inquires.
- Assists with internal audits as needed, including workers comp, retirement, etc...

REQUIREMENTS:

- BS or BA degree required.
- Five+ years Payroll experience; Paylocity or other Payroll System.
- 3+yrs leading a direct and indirect Payroll Team.

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- Comprehension of data maintenance practices and a passion for data analysis and other data related activities.
- Expert level knowledge in the Fair Labor Standards Act and IRS regulations as they relate to Payroll.
- Must have hands-on Payroll Management for multi-locations within United States including Corporate, technical center and manufacturing environments.
- High level of computer competency and advance usage of MS Excel.
- Demonstrated effective Procedure and Process Development and Implementation, Project Management and Vendor Management skills. SOX experience a plus.
- Must have hands-on comprehension of various bonus programs from hourly to executives.
- Demonstrate annual Payroll activities for Performance Management including merit increases.
- Must have a strong team focus, yet be able to work independently when necessary.
- HRIS and/or Compensation Management a plus.
- Travel via car or airplane including overnight stays is required.