

SEI-GROUP



DESIGN • BUILD • MECHANICAL CONTRACTOR

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Job Description

Job Title:	Payroll Team Leader	Job Type:	Full-time, Hourly
Location:	Pensacola, FL	Supervisor:	Controller
EEO-1 Class:	13-1141 Professional Compensation, Benefits, and Job Analysis Specialist <i>or</i> 43-3031 Administrative Support Worker Bookkeeping, Accounting, and Auditing Clerks		

Main Duties/Responsibilities:

- Help to develop, implement, and administer companywide payroll for employees to include processing, reporting, reconciliation, PTO accruals, garnishments, bonuses and other company pay policies
- Lead payroll clerks' weekly processing of payroll
- Process payroll liability accounts, taxes, and voluntary/involuntary deductions
- Process multi-state payrolls including reporting wage information to that state
- File unclaimed property in multi-states
- Knowledge of multi-state payroll laws and thresholds including the ability to research such
- Maintain calendar and schedule of state contractor licenses and monitor expirations. Research licenses in new work states. Monitor CE requirements to maintain licenses.
- Prepare monthly, quarterly and year-end tax forms for multiple states, 941, 940 and W-2s.
- Ensure employment compliance to contractual obligations, legal concerns and reporting requirements (EEO, payroll tax, unemployment tax) in all operating jurisdictions
- Manage issued payroll reports
- Develop and maintain positive relationships within the organization
- Work in a team culture that embraces a mission-driven, team-oriented, environmentally sustainable organization
- Serve as a link between management and employees by handling questions, interpreting and administering contracts and helping resolve work-related problems
- Support and embody the organizations' values, goals and operating principles
- Employ discretion and sensitivity with confidential information
- Work under the guidance of the Controller

Qualifications:

- BBA degree or equivalent experience

Experience:

- 4 years prior experience working with payroll

Skills:

- Must possess excellent verbal and written communication skills and sound judgment
- Must be highly organized, detail-oriented with strong organizational skills and ability to work effectively and independently with a positive attitude
- Microsoft Office
- Verbal and written communication

Performance Goals:

- Complete tasks on time with accuracy and efficiency
- Maintain a professional demeanor
- Meet and support department and organizational goal