



**POSITION:** Payroll Manager

**REPORTS TO:** Director of Administration and Finance

**JOB DESCRIPTION:**

The *Payroll Manager* will report to the Director of Administration and Finance and will participate and support other aspects of fiscal management in addition to their primary responsibilities. The individual will need to stay organized and on schedule for their daily responsibilities. The responsibilities are focused primarily on youth employees who work offsite at a variety of community-based organizations and other employers. The individual will be entrusted with personal and sensitive information and therefore needs to demonstrate the ability to keep this information confidential and secure.

**GENERAL RESPONSIBILITIES:**

- Payroll management
  - Ensures bi-weekly youth payroll is processed and delivered in an accurate, timely and compliant manner
  - Works with the Community-Based Employment Director to communicate youth payroll information to partner worksites
- Timekeeping
  - Leads time keeping process for youth payrolls including but not limited to the City's SuccessLink program, the State's YouthWorks program, and other revenue sources
  - Communicates youth timesheet due dates and requirements, and manages the collection process
- Onboarding
  - Assists with onboarding hundreds of youth hires, including reviewing and approving documents and adding them to payroll
  - Assigns youth hourly wage and department based on funding source
  - Works across teams to provide support and resolve youth onboarding and payroll issues
- Communications and reporting / data management
  - Manages funding requirements including payroll submissions, reporting, reviewing backup for invoicing, etc.
  - Tracks youth progress during the onboarding process
  - Maintains and update payroll records and employee data management in Paylocity
  - Provides payroll register information and other various HR reports to the Director of Administration and Finance, and other senior leadership as requested
- Other duties
  - Develops, updates, and maintains payroll procedures
  - Coordinates with internal and external stakeholders to streamline processes
  - Supports the youth worksite application process

**DESIRED QUALIFICATIONS:**

- 3-5 years of timekeeping, onboarding, payroll, or other relevant experience
- Proficient in Microsoft Office and Paylocity (or similar payroll system)
- Knowledge of payroll processing and employee onboarding rules
- Project management expertise
- Experience working with various funding streams and their requirements
- Ability to navigate across multiple platforms and streamline information
- Strong communication and interpersonal skills and the ability to maintain confidentiality
- Knowledge of federal, state and local tax laws and regulations

**SALARY RANGE:** \$65,000-\$75,000

**HOW TO APPLY:** Please submit cover letter and resume to [inanna.pickering@bostonpic.org](mailto:inanna.pickering@bostonpic.org).