

**Position Title: Payroll Manager**

**Reports to: Westcon Group North America's Controller**

**Company Overview:**

- Westcon Group is the world's leading specialty distributor in networking, security, mobility and convergence. We provide the most effective route to market for our vendors, the highest levels of support to our customers and through our success and growth, the industry's best employee experience. We are a global distribution business throughout North America, Africa, Asia, Australia, Europe and South America.
  
- **Vision:** We believe that building and enabling unique and effective routes to high growth advanced technology markets is key to ensuring fundamental growth for customers and manufacturers. We achieve this through recruitment, retention and delivering ongoing value to best of breed and best in class vendors/manufacturers, customers and employees.
  
- Westcon is an Equal Opportunity Employer

Visit our website at [www.westcon.com](http://www.westcon.com) for more information.

**We offer:**

- Progressive and competitive Compensation Package
- Healthcare Benefits (Medical, Dental, Vision and Prescription Drugs)
- 401k with Employer Match
- Tuition Reimbursement
- Paid Time Off
- Life Insurance and Disability Coverage
- On-Going Training & Development
- Advancement Opportunities

**Purpose of the Position:**

We are in need of a Payroll Manager responsible for accurately preparing, processing, and maintaining payroll and related records for bi-weekly, multi-state and Canadian payroll of 400+ employees, The position partners with Human Resource and Finance organizations as Payroll subject matter expert, able to identify issues and make recommendations regarding scalable process and tool improvements

This position needs to be located in Chantilly, VA.

## **Duties and Responsibilities Include:**

- Maintain ongoing workflow calendar to ensure on-time and uninterrupted payroll runs
- Work with colleagues, employees and management to collect and validate all data required for each payroll
- Partner closely with Benefits on any status changes, leave activities, etc.
- Review all information for accuracy and audit-compliance prior to entry in payroll system and processing
- Secure appropriate approvals to process payrolls on schedule to assure timely payment
- Review completed payroll for accuracy and reconcile wages, taxes, and deductions
- Execute time sensitive journal entries for Finance organization
- Generate reports for management, benefits, and accounting as needed
- Assure accuracy of General Ledger downloads
- Review and reconcile quarterly tax filings and annual reports, W-2s and other employee statements
- Ongoing self-audit of function to comply with requirements for internal and external audits; prepare for and participate in audit activities
- Research and resolve employee/system issues, counsel employees on payroll related matters
- Keep abreast of payroll processing system, as well as changes in wage and tax law, corresponding with service bureaus and agencies as required
- Maintain payroll records and employee files
- Establish and maintain a positive working relationship with employees, 3rd party vendors, service bureaus, agencies, and co-workers to promote a quality service image.

## **Qualifications and Skills:**

- Bachelors Degree (major/minor in business and or accounting a plus)
- Minimum 5 years hands-on payroll processing experience, preferably in 200+ employee international company(ies)
- FPC required, CPP preferred
- Experience with automated payroll systems required preferably ADP.
- Willingness and ability to work with manual internal systems
- Working knowledge of FLSA and state labor laws, employee benefits (as they apply to payroll), tax levies/child support/garnishments,
- Knowledge of basic accounting principles, and working knowledge of Excel
- Ability to self manage and motivate, focus on execution, detail, and accuracy

- Exceptional confidentiality, organizational and prioritization skills
- Flexibility, follow-through, professional curiosity, and commitment