The Manager of Payroll Services shall be responsible for planning, organizing, and processing payroll. This includes, but is not limited to, administrative duties involving the development and maintenance of the payroll system, internal controls and records, and the oversight of the day-to-day payroll processing operations and related accounting entries. This position is also responsible for processing and production of payroll, payments of employee withholding and employer contributions, and the preparation of required reports to federal and state agencies.

Responsibilities Include:

- Coordinate and process weekly payroll including wage calculations, review of salary, hourly, and prevailing wage timesheets, balancing, ensuring benefits are correctly deducted and reported to the appropriate agency, submission of bank ACH direct deposit and printing checks. Prepare journal entries for payroll. Assure payroll timelines are met. Create and maintain payroll controls. Assure proper procedures, policies, rules, and regulations are applied to payroll activities.
- Compile data, balance, and submit weekly, monthly, quarterly, and annual wage and tax reports for the Internal Revenue Service, Social Security Administration - including W2 processing and distribution, State of Michigan, and other external reporting as required.
- Prepare annual payroll audit work papers and year-end payroll accruals and reports. Prepare, audit, and submit annual Fleet Compliance reporting in addition to quarterly compliance and drug testing.
- Management of employee benefits, including but not limited to weekly/monthly reconciliation and payment requests and other HR duties as required.

Send resume to bernice@hallackcontracting.com or deliver it to 4223 W. Polk Rd., Hart, MI 49420.

Hallack Contracting is an Equal Opportunity Employer.