



Community Initiatives Payroll Manager

Description

Community Initiatives is an Oakland-based nonprofit service organization providing over 100 nonprofit projects with fiscal sponsorship services including tax-exemption, accounting and financial oversight, risk management and insurance, legal compliance, grants management, payroll, and human resource services. Our fiscally sponsored projects (FSPs) represent all nonprofit sectors—arts and culture, education, environment, health, human services, and public affairs. While many of our projects are in the San Francisco Bay Area, others operate in various states and international locations.

The Payroll Manager is a full-time position designed to work 40 hours weekly. The payroll manager's duties include the management of employee data, ensuring the accuracy of timesheets, computing wages, and ensuring employees are paid correctly and on time. To be successful as a payroll manager you should have strong numerical skills, work in a fast paced, fluid environment and be able to multitask effectively. Ultimately, an outstanding payroll manager should be able to manage all aspects of payroll in a timely and accurate manner. This position reports to the Controller.

The ideal candidate will have experience with payrolls of over 500 employees in multiple states. Experience with Paylocity is strongly preferred. This position will work closely with and supervise our payroll administrator and the payroll activities of our accounting & payroll specialist whose time is split with Accounts Payable and other accounting duties. Experience supervising personnel is a plus. The position also works closely with the Human Resources benefits manager. Experience working with audits (annual financial and regulatory) is also a plus.

Payroll Manager Supervisory Responsibilities

- Recruiting, interviewing, hiring, and training new staff in the department.
- Overseeing daily workflow of the department.
- Providing constructive and timely performance evaluations.

Payroll Manager Duties/Responsibilities:

- Implementing, maintaining, and reviewing payroll processing systems and procedures to ensure timely and accurate processing of payroll.



- Providing information and answering employee questions about payroll related matters.
- Managing electronic timekeeping systems and reviewing timesheets.
- Calculating payable hours, commissions, bonuses, tax withholdings, and deductions.
- Ensuring accurate and timely processing of payroll updates, new hires, terminations, and pay rate changes while maintaining employee records.
- Managing the annual W-2 review process.
- Identifying and recommending updates to payroll processing software, systems and procedures.
- Assisting with audits and 990 requests by providing payroll records and documentation to auditors.
- Coordinating with the HR department to ensure correct employee data.
- Providing other administrative functions as needed.

Payroll Manager Requirements:

- Bachelor's degree in business administration, finance, or accounting preferred.
- 3+ years of experience working in payroll in a multi-state, multi-jurisdictional environment.
- Proficiency in Microsoft Office and payroll software programs, Paylocity strongly preferred.
- Strong numerical aptitude and attention to detail.
- Excellent communication skills, both verbal and written.
- Good time management and organizational skills.
- Working knowledge of relevant legal regulations.
- Able to prioritize and multitask effectively.
- Must be able to retain/work with confidential information.
- Must be able to lift 10 pounds at times.



Working for Community Initiatives

This position is currently a work from home position due to the recent pandemic, however, it will be located at our office in Oakland when safely possible. There may be the possibility of working from home one or two days a week, but you will need to be available to report to the office. This is a full-time position that includes employee benefits and a competitive salary commensurate with experience.

Benefits package including:

- Fully paid medical, dental and vision (employee only, shared premium for dependents)
- 401k and 5% employer match
- Basic life insurance, AD&D, STD & LTD
- 4 weeks of paid vacation
- 12 days of paid sick leave
- 11 paid holidays
- 4 floating holidays

Application Instructions

Interested candidates should submit a resume and cover letter with salary requirements to jobs@communityinitiatives.org

Equal Employment Opportunity

Community Initiatives is an equal opportunity employer and gives consideration for employment to qualified applicants without regard to age, race, color, religion, creed, sex, sexual orientation, gender identity or expression, national origin, marital status, disability or protected veteran status, or any other status or characteristic protected by federal, state, or local law.

Salary Range: \$90,000 to \$100,000