

# Payroll Manager

## Location

Tinton Falls - NJ 07724 US (Primary)

## Job Type

Full-time

## Job Description

Ensure timely bi-weekly in-house processing of pay for EPS for minimum of 200 employees utilizing Deltek CostPoint. Work closely with Accounting Department to provide wage and tax information. Coordinate and communicate payments for state and federal agencies. Investigate and resolve payroll issues and payroll discrepancies. Answer payroll related questions and concerns for employees. Act as a liaison between EPS payroll division and 401k provider to include reporting and assisting in annual 401K audit. Maintain up to date knowledge of employment laws pertaining to Payroll, Garnishments, Federal and State liens, multistate payroll issues and Taxes. Run tax forms (W-4's) at year end. Knowledge of various software that includes 401k file reporting, Direct Deposit banking, and distribution of employee paystub information.

## Requirements

Must be able to run an in-house payroll (Knowledge of Deltek CostPoint preferred).

Strong knowledge of payroll procedures and payroll taxes.

Deltek CostPoint Experience

Associate Degree

## Desired Skills/Other Considerations

Certified Payroll Professional Certification

**If you require accessibility assistance for open position, please contact the Human Resources Department (Located in NJ) at EPS Corporation.**

**VEVRAA Federal Contractor, Equal Opportunity Employer (EOE) / AA  
Minority / Female / Veteran / Disabled / LGBT are encouraged to apply**