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| POSITION: | Payroll Supervisor  |
| REPORTING TO: | Sr. Payroll Operations Manager |
| APPLY TO: | <https://careers-kaman.icims.com/jobs/1447/payroll-supervisor/job?mode=view>  |

## Overview

The Payroll Supervisor manages the daily operations of the payroll system for Kaman Corporation.  This position requires an understanding of the various federal and state laws and regulations affecting the payroll function, including but not limited to IRS regulations, state garnishment laws and banking practices. The supervisor manages 5 direct reports and processes payroll for over 4,000 employees across the US.  Will lead payroll consolidation activities and develop/supervise a payroll shared service center.

## Essential Duties and Responsibilities

* Compiles payroll data such as hours worked, taxes, etc.) to maintain payroll records. Receives payroll data from Human Resources, employees or external benefit benefits providers and verifies accuracy and applicability, then processes and updates payroll records in a timely manner.
* Makes necessary pay adjustments to correct errors, administer wage garnishments, implement termination of employment payouts, etc. Interfaces effectively with payroll provider, Corporate and divisional Human Resources contacts and employees, as needed.
* Prepares ACH for wire transfer requests for payroll deposits and tax payments; interface with the Corporate Treasury function, as necessary. Completes monthly accounting reconciliations for payroll related general ledger accounts.
* Transmits payroll to payroll provider in a timely manner.
* Maintains files, data, registers, etc. to support audit and compliance requirements. Interfaces with auditors, exercising judgment and discretion in response to audit and regulatory inquiries. Supports internal control environment, including Sarbanes-Oxley 404 testing.
* Acts as project lead in the consolidation and streamlining of payroll preparation for Kaman Corp. with the objective of creating an efficient and customer-oriented payroll shared service center.
* Coordinates closely with Human Resources and Finance to work through issues and resolves concerns associated with electronic feeds, payroll reconciliations and other related items.
* Prepares periodic and/or ad hoc reports as needed or requested using established reporting systems or standard Microsoft Office products.
* Supervises personnel assigned to payroll. Trains new payroll processors and ensures management is informed of potential payroll, employee relations or financial/tax related issues.
* Works effectively with Corporate HRIS personnel to implement software upgrades and document/update procedures.

## Qualifications

Education/Previous Experience:

* A minimum of 5 years of payroll processing experience, inclusive of multi-state operations. Previous experience ADP payroll systems and payroll as a shared service preferred.
* Bachelor’s degree in a Finance or Business Administration discipline. Certified Payroll Professional certification is preferred.
* Good working knowledge of multi-state tax issues as well as tax equalization routines.

Required Skills:

* Must possess good detail orientation and organizational skills; a focus on accuracy with respect to employee paychecks is critical.
* Possess demonstrated problem-solving skills as well as the ability to provide innovative solutions within the framework of tax and regulatory environments and drive issues to resolution.
* Possess ability to work under high levels of demand while maintaining customer service orientation.
* Proficient level of written/verbal communication skills; effective interpersonal skills and the ability to communicate and develop business relationships with a diverse range of individuals.
* Good analytical, continuous improvement and process orientation skills.
* Must be able to lead and coach others.
* Good working knowledge of Microsoft Office products and their application in a financial setting. Ability to effectively develop and run reports using the payroll provider’s report writer is needed.
* Must qualify as a U.S. Person as defined by the International Traffic in Arms Regulations (ITAR) in order to access export controlled technology.

**Kaman Corporation is an Equal Opportunity Minority/Female/Individuals with Disabilities/Protected Veteran and Affirmative Action Employer**
Kaman Corporation considers for employment and hires qualified candidates without regard to age, race, religion, color, sex, sexual orientation, gender identity, national origin, ancestry, protected veteran or disability status or any factor prohibited by law. Kaman Corporation and all of its related companies fully endorse equal opportunity for all. Kaman provides reasonable accommodation for qualified individuals with disabilities and disabled veterans in job application procedures and/or process. Please inform us if you need assistance completing any forms or to otherwise participate in the application process. For more information, please [click here](https://www.dol.gov/ofccp/regs/compliance/posters/pdf/eeopost.pdf) for a notice that provides information concerning the laws and procedures for filing complaints of violations of the laws with the Office of Federal Contract Compliance Programs (OFCCP).

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| SALARY: | TBD |

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