

Jacksons Food Stores has an immediate opening for a Payroll Manager to be based in the Corporate Office in Meridian, ID.

The duties and responsibilities of this position include the following:

- Manages and directs the payroll function from start to finish.
- Provides leadership to the payroll team including training, coaching, and staff development.
- Manages and maintains payroll information by directing payroll entry, the design of systems, and the establishment and review of payroll policies and controls to ensure accurate, timely, and efficient payroll operation.
- Communicates with various team members in multiple operations of the business to ensure full and timely communication to end users and employees.
- Ability to understand the flow of the payroll systems and to timely troubleshoot and resolve issues that occur to employees or to the system.
- Provides scheduled and ad-hoc reporting of various information from the payroll and the general ledger as it relates to payroll data.
- Ensures compliance with federal, state, and local legal requirements by studying existing and new legislation; enforcing adherence to requirements; advising management on needed actions.
- Reviews, tests, and verifies proposed and implemented software versions, new or changed processes, and software features. Ensures such changes are vetted for issues before promoted to production environments.
- Recommend new policies and processes to improve performance, accuracy, and efficiencies within the payroll function.
- Perform routine verification and audits of payroll data to ensure continued accuracy as it relates to employee information, pay, and balances.
- Maintain employee confidence and confidentiality

Job Requirements:

- 5+ years of experience in payroll leadership including managing a team.
- Comprehensive knowledge of payroll and human resources practices and procedures.
- Experience evaluating, troubleshooting, analyzing, and resolving unique and complex problems and recommending solutions.
- Understanding of multi-state and federal payroll and employment laws and regulations.
- High-level proficiency with Microsoft Excel, and of general computer knowledge.
- Dedicated attention to detail and accuracy.
- Demonstration of a positive attitude and elevated customer service skills.
- Motivated self-starter with comfort and ability to communicate with all levels of the organization.
- Excellent time management and organization skills.
- Ability to effectively communicate with team and with all levels of the organization.
- Bachelor's Degree within a Business, IT, or HR discipline or commensurate non-bachelor's degree experience.

This position offers a competitive wage rate based on education and experience and is eligible for many benefits including holidays, paid time off, 401(k) (with discretionary company match), and tuition reimbursement. Medical, dental, and vision benefits are available based on the benefit plan eligibility requirements.

To apply, please email resume and cover letter to barb.conklin@jacksons.com by Sunday, January 13, 2019.