Payroll Lead - Berkeley

Resume Contact staffing@backroads.com

Job Description
Who We Are Looking For:
We are seeking an experienced payroll and HRIS professional with an analytical mind, exceptional attention to detail and exemplary communication and organizational skills to accurately and efficiently oversee our payroll processing, budgeting, and reporting processes, as well as partner with Human Resources on establishing and maintaining best practices in regards to our HRIS systems. A successful candidate will have the skills and experience needed to modernize and improve our systems and processes. If you're looking to join a high functioning HR team at an incredible company, this is the job for you!

Responsibilities include:

- Process Payroll- Accurately and efficiently process U.S. and Canadian payroll on a semi-monthly basis for a staff of approximately 450. Enter time tracking data (vacation, sick time, etc.), and payroll deductions (insurance, 401(k), Flex, etc.) and maintain related filings.
- Coordinate quarterly payroll forecasting process with worldwide management team, including preparation of and processing of forecasting templates
- Prepare quarterly budget/forecasts for payroll taxes
- Support annual compensation planning process for worldwide office and warehouse employees, including multiple bonus compensation plans.
- Maintain payroll reports and payroll database. Act as liaison with internal managers and payroll software provider.
- Keep abreast of payroll and HRIS software options, and research/recommend new platforms if/when appropriate.
- Maintain integrity of data stored in HRIS, and recommend ways to leverage system to gain operating efficiencies.
- Provide managers with monthly payroll management reports, and provide additional information as necessary during quarterly salary budgeting process.
- Recommend, design, implement and maintain enhanced payroll processing, auditing procedures, and payroll management reports for worldwide payroll operations
- Prepare semi-monthly payroll journal entries, audits, 401(k) and flex plan remittance reports
- Assist in design and preparation of HR management reports. This includes, but is not limited to vacation accrual spreadsheets, salary analysis and comparison spreadsheets, deduction reports, etc.
- Maintain personnel files; process new hire and termination employment forms; ensure that all personnel files are up-to-date with appropriate, completed forms. Look for/recommend electronic storage options.
- Respond to and complete employment verifications, wage audit requests (workers comp, unemployment, etc.), and wage garnishment requests.
- Assist and serve as back-up for processing enrollment for health insurance, 401(k), and flexible spending plans, and workers comp claim filings. Distribute benefits information, including quarterly 401(k) statements.

QUALIFICATIONS:
• Minimum of 3 to 5 years payroll and HRIS experience. Multi-state experience helpful, but not required. CPP strongly preferred.
• Working knowledge of FLSA and California wage and hour laws. Knowledge of Utah wage and hour laws helpful, but not required.
• Some experience with Canadian and European payroll practices helpful, but willingness to learn is ideal.
• Successful candidate must have exceptional organizational and analytical skills, be incredibly detail oriented, and possess rapid data entry ability.
• Proficiency with Paychex and/or ADP payroll and HRIS software required.
• Proficiency with MS Office required. Advanced Excel skills strongly preferred.
• Good working knowledge of accounting principles.
• General HR and employee benefits knowledge is a plus.
• Strong written and verbal communication skills.
• BS or BA with emphasis in HR, Accounting or Business, or comparable work experience.
• Ability to work at a computer desk for prolonged periods of time.
• Enthusiastic about working for Backroads and have a passion for active travel and the outdoors.

Competitive salary plus excellent benefits package including comprehensive medical, dental and vision insurance, 401(k) with employer match, flex plan, generous time-off and travel benefits, commuter incentive programs, etc. Backroads promotes work/life balance, and offers a fun, casual work environment, including things like onsite yoga and gym, lunch rides, annual staff ride (will be held in Mallorca this year!), and even free snacks!

To apply, please send a cover letter explaining why you think you’d be a great fit for Backroads along with your resume and salary requirements to staffing@backroads.com with ?Payroll Lead - sfpayroll? in the subject line of your email.
Visit us at www.backroads.com
No phone calls please.