

Payroll Manager

Full Time (1.0 FTE)

Lakeside School, an independent coeducational day school located in North Seattle, is currently recruiting for a payroll manager. Working under the controller, this role will provide payroll and benefits services to approximately 200 regular employees, and 300 part-time seasonal program staff. Over the next one to two years this position will also be engaged in building new practices to strengthen the payroll function. This is a full year, full time, exempt appointment beginning immediately.

Responsibilities

- Process a timely, accurate, and confidential monthly payroll using ADP Workforce Now.
- Ensure payroll is processed in compliance with local, state and federal labor and tax legislation.
- Maintain information on employee loans, loan payments, cash advances, miscellaneous deductions, and emergency funds.
- Coordinate 403(b) contributions with retirement vendor.
- Process check requests for pension, medical, dental, life and disability insurance premiums.
- Track and report employee information to benefits providers and government authorities for the 403(b) retirement plan, medical, dental, life, and disability insurance.
- Prepare the quarterly L&I tax return.
- Manage annual 403(b) audit and coordinate the preparation for the annual IRS Form 5500.
- Perform discrimination testing regarding pay and benefits.
- Prepare and analyze payroll, benefits, and 403(b) reports as requested.
- Prepare annual reporting for various agencies and organizations (NAIS, EEO, Medicare D, L&I, 5500, OSHA, ACA, etc)
- Prepare required payroll related schedules for annual financial audits.
- Under the direction of the controller build new practices to strengthen the payroll function, including taking full ownership of project management for the development of these practices as required.
- Other payroll and benefits related tasks as assigned.

Requirements and Qualifications

The successful candidate will have:

- Bachelor's Degree.
- A minimum of 5-7 years of experience in processing payroll and benefits. An understanding of general ledger accounting is highly desired.
- ADP Workforce Now experience is required.
- A willingness to work with a unique payroll schedule and structure.
- Knowledge of benefits and human resources regulations, processes and procedures.
- Keen attention to detail, strong initiative, and the ability to prioritize multiple responsibilities is a must.
- Superb customer service and interpersonal skills.
- Flexibility and a desire to serve our customer – the employee.
- Excellent communication and writing skills.
- Demonstrated ability to maintain confidentiality in a variety of situations.
- Proficiency in Microsoft Office in a PC platform.
- Successful completion of a criminal background check.

Physical requirements of the position include sitting, standing, walking to other parts of the Upper School and walking to the Middle School campus.

Compensation and Benefits

Lakeside School is committed to attracting and retaining outstanding candidates who will add to the racial, cultural, economic and gender diversity of our school community. We provide a competitive compensation package which includes, but is not limited to, a monthly salary, excellent health and welfare benefits, access to funds for professional development, housing down payment assistance program, and school-provided lunches. Additionally, Lakeside offers Faculty and Staff opportunities to participate in non-classroom teaching programs such as Global Service Learning, Summer School, coaching, etc., for extra compensation.

Additional Information

Lakeside School was founded in 1919, and currently enrolls 838 students in grades 5 through 12 from diverse ethnic, racial, religious, and economic backgrounds.

The School's Mission and the shared commitment of all Lakeside employees is to develop in intellectually capable young people the creative minds, healthy bodies, and ethical spirits needed to contribute wisdom, compassion, and leadership to a global society. We provide a rigorous, dynamic academic program through which effective educators lead students to take responsibility for learning. We are committed to sustaining a school in which individuals representing diverse cultures and experiences instruct one another in the meaning and value of community and in the joy and importance of lifelong learning.

Application Process

Interested candidates should submit a cover letter, resume and salary requirements via the online application located on Lakeside's website (www.lakesideschool.org). From the home page choose About Us / Employment / View and Apply for Available Jobs.

Lakeside School is an Equal Opportunity Employer seeking to diversify its workplace.