

## HR & Talent Acquisition Manager

Accountants For You Vineland, NJ, USA

- **Employment Type**

Other

- **Benefits Offered**

Dental, Life, Medical, Paid Time Off, Retirement

### HR and Payroll Administrator

The ideal candidate must have experience with payroll processing, prevailing wage jobs, certified payroll and union reporting, quarterly/annual payroll tax reports, and smooth onboarding procedures. We offer a career track opportunity for the self-motivated professional to make an impact with a well-established company which continues to prosper and grow in a developing industry.

#### JOB RESPONSIBILITIES

- Weekly payroll processing for hourly, salaried and executive level employees
- Full awareness of union agreements, wages, benefits, holidays etc.
- Full knowledge of prevailing wage jobs, union dues, certified payroll and union reports
- Process all tax payments, garnishments, retirement, insurance and any other payroll related payments
- Manage monthly, quarterly, annual and any other related payroll tax submissions/reports
- Full knowledge of HR laws, regulations and requirements as pertaining to the Company
- Fully manage hiring, onboarding, performance review process, and any terminations
- Manage Company Benefits, worker's compensation, renewals, audits, and associated reports
- Manage retirement program, payments, census, audits and related reports
- Other payroll/HR related functions as business grows and develops

#### JOB REQUIREMENTS

- Bachelor's degree in business/accounting/HR
- Minimum 5 years of payroll and HR experience required
- Professional, ethical, team player willing to grow with the company
- Extreme attention to detail & ability to multitask is necessary

- Able to work with minimal supervision, make prompt and decisive decisions
- Proficient in Microsoft (Excel, Word & Outlook) is required
- Experience with Jonas Construction Software preferred - but not required
- Strong verbal & written communication skills
- Minimum typing speed of 65 wpm

#### **REWARDING YOUR PERFORMANCE**

- Competitive Salary, commensurate with experience
- Company health and dental care benefits
- Company 401k Plan with company match, paid Holidays & Vacation
- Company paid life insurance
- Auto and Home Owner's insurance benefits with NJM

Job Type: Full-time

Experience:

- Human Resources: 5 years (Required)
- Payroll and Payroll Tax: 5 years (Required)
- Benefits Administration: 5 years (Required)
- Prevailing Wage and Union Reporting: 5 years (Required)

Education:

- Bachelor's (Required)

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