



# Payroll Manager

**Location:** San Ramon, California

**Department:** Payroll

**Employment:** Full Time, Monday through Friday

**Salary:** TBD

## About Our Company

Come work for a great company with strong employee retention and a team of industry veterans with true passion for what they do. GSO, a General Logistics Systems company, is a leading regional delivery carrier, which has been providing Priority, Ground, and Freight services throughout the West since 1995. Thousands of companies across all industries rely on our company to deliver time-critical packages and documents every day because we have an amazing team that goes the extra mile for our customers. We are always looking to expand our team with like-minded professionals, therefore if this job might be a good fit for you, send us your resume.

## Position Summary

The main responsibility of the Payroll Manager is to oversee the on time and accurate processing of payroll for more than 1700 employees. This position will also manage payroll preparation, completion of reports and maintenance of records. This position will report directly to the Controller.

## Responsibilities & Duties

- Responsible for proper handling of direct deposits, electronic transfers of payroll taxes and issuance of paychecks
- Maintain the trust of employees and management, by protecting payroll confidentiality
- Oversee payroll compliance with company pay policies and procedures
- Maintain professional and technical knowledge by attending educational workshops and training seminars
- Reconcile all quarterly and annual payroll tax filings
- Responsible for processing time, attendance and employee deduction
- Calculate and prepare paychecks
- Review federal and multi-state payroll tax returns
- Prepare payroll reports
- Supervise payroll staff of two or more employees
- Willing to be involved in all personnel decisions of the Payroll Team (hiring, terming , promoting)
- Customarily exercise discretion and independent judgement

- Tax responsibilities for local business tax, property tax and sales/use tax. Assist with Federal and State Income Tax preparations.
- Assist in the formulation of internal controls and policy to comply with established best practices
- Help in development of management reports
- Assist in external and internal audits
- Manage special/ad-hoc projects

**Qualifications Needed:**

- Bachelor's degree, AA or equivalent experience
- Five plus years of experience with payroll, state and federal payroll taxes, wage laws and outside payroll processors
- Proficient with Microsoft Office (Excel, Word, etc.), as well as the Windows operating system
- Diligent / accurate supervisory and organizational skills
- Established track record of leading a team at the management level
- Good communication and interpersonal skills

**Preferred Qualifications:**

- Conscientious – organized and diligent around policy and procedure, taking care to ensure compliance and full resolution
- Methodical – gains energy from a repeated behavior, consistently follows a process, predictable and reliable
- Confidence – quickly establishes themselves as a trusted advisor and subject matter expert
- Inquisitive – asks questions to understand and gain perspective
- Experience with PRG (Payroll Resource Group) is preferred

**Benefits for Full-Time Employees**

- 401K with employer matching
- Healthcare benefits
- Dental, Vision and Life AD&D
- PTO & Sick Leave
- Direct Deposit

**To Apply**

Please email your resume and cover letter to [nfistner@gso.com](mailto:nfistner@gso.com)

**EEO Commitment:**

GSO, a General Logistics Systems company, is an Equal Employment Opportunity (EEO) employer and is committed to a diverse workforce. We welcome all qualified applicants to apply to at GSO and we strive to select the best qualified applicant for each position in our organization. Applicants will receive fair and impartial consideration without regard to race, sex, color, national origin, age, disability, veteran status, genetic data, gender identity, sexual orientation, religion or other legally protected status, or any other classification protected by federal, state, or local law. GSO complies with all laws and regulations relating to employment discrimination, and are always committed to doing what's right.