

Payroll and Benefits Manager

South Central Transit Authority (SCTA) is seeking an experienced Payroll and Benefits Manager that is responsible for the efficient and accurate operation of the payroll and benefits function. This includes the timely and accurate processing of payroll, as well as the management of all employee benefit programs for SCTA as well as two other Authority's it manages, Berks Area Regional Transportation (BARTA), and Red Rose Transit Authority (RRTA).

ESSENTIAL JOB FUNCTIONS

1. On a weekly basis for RRTA, and bi-weekly basis for SCTA and BARTA; review, verify, and import all employee time worked into the payroll system. Review payroll reports for discrepancies, any issues should be forward to appropriate supervisor for correction. Process all payroll checks/ACH payments and related reports.
2. Prepare and reconcile payments of applicable withholding taxes and other authorized payroll deductions in accordance with established departmental procedures. Reconcile all payroll liability and withholding accounts with the General Ledger.
3. Following established procedures, prepare periodic state and federal tax reports, pension reports, group insurance reports, and other employee payroll related reports, including W-2's.
4. Maintain all active and inactive employee records. Ensure that personnel information contained in HRIS is current and accurate. Compiles reports from database as needed.
5. Administer employee claims related to sick pay, life insurance, and optional insurance. Monitor paid leave plans to identify situations of abuse and misuse.
6. Prepare and conduct new employee orientation and exit interview to explain the employee's rights under the Authority's various insurance programs. Explain in detail the payroll process in terms of applicable payroll deductions and scheduled paydays.
7. Responsible for the administration of the BARTA ATU, Local-1345 pension plan. Including processing retiree paperwork for payment distribution.

8. Identifying and implementing auditing systems and procedures to ensure data integrity.
9. Prepare and provide reports to various members of management staff as needed.
10. Assist in month-end, quarter-end and year-end close process as requested.

Please forward your resume and salary requirements to SCTA, 1700 N. 11th Street, Reading, PA 19604 or email info@sctapa.com.

An Equal Opportunity Employer
M/F/D/V/AA