

Company Name: Essential Search Partners, LLC

Job Posting: Payroll & Benefits Manager

Location: Northern VA

Comp: \$80K + Bonus

Contact: Teresa Buchholz at [teresa@essentialsearchpartners.com](mailto:teresa@essentialsearchpartners.com) or 703-283-3071

Our client, a full service high growth real estate company based in Northern VA, is looking for a uniquely qualified Payroll and Benefits Manager. Reporting to the Director of Human Resources, this is highly visible role supporting 500+ employees across multiple disciplines throughout the organization.

**Key responsibilities:**

- Oversee benefit plans including enrollment, maintenance, termination of employees and payroll deductions
- Liaison between employees and benefit providers, fielding questions and providing resources
- Lead Payroll Administrator, timekeeping, bi-weekly payroll processing, enrollment and maintenance in HRIS, Monitoring labor distribution, corrections and follow up with supervisors throughout the company as needed. Handle garnishments, and liens, reporting and working with the payroll provider Paychex.
- Oversight of new hire onboarding for all areas of the company and maintenance of all personnel, benefits and payroll files
- Preparing monthly billings, reconciliation to payroll deductions, follow up on discrepancies.
- Administration of COBRA and Workers Compensation programs, as well as OSHA and EEO reporting.
- Supervise Payroll Specialist and HR Admin

**Requirements:**

- Degreed professional with concentration in HR coupled with a business degree
- 3-5 years of progressively responsible HR and Payroll Administration experience
- HR certification (PHR) is a plus
- Proficiency with online timekeeping, payroll processing and HRIS
- Knowledge of state and federal laws related to HR
- Intermediate to advanced mastery of MS Excel, Word and Outlook
- Strong customer service focus, energetic and proactive personality.
- Ability to multi-task in a fast-paced, high volume environment
- Bilingual English/Spanish a plus

**\*\*Only those candidates deemed qualified will be contacted\*\***