



Title: Payroll Manager

Reports to: Director of Finance

Location: Osterville, MA

Payroll Manager

Beers Enterprises, LLC (*"The Switch"*) founded in 1991, is the largest privately held video solutions service provider in North America. *The Switch* is recognized as the industry leading pioneer of video solution services through our innovative fiber optic network and currently provides advanced video switching and local fiber circuit services, scalable Ethernet, and *Home Runs* remote production via its *Five Nines Service* across the United States, United Kingdom, and Canada. *The Switch* was recently awarded a U.S. system patent for customer-controlled video data content delivery, the 2013 New Bay Media Product Innovation Award for Switch-IT, and the 2012 Broadcast Engineering Excellence Award for Network Automation. The Switch has experienced explosive growth and offers a fast paced and dynamic work environment with a focus on exceeding both individual and team expectations. Our customers demand "Unparalleled Quality" and *FiveNines* reliability from our network and it is our corporate responsibility to satisfy their expectations by continuing our expansion in services and network reach, while remaining cost effective.

Learn more about us at: www.theswitch.tv.

The Switch is seeking a Payroll Manager who will be responsible for, but not limited to performing day-to-day multi-state jurisdiction payroll administration and overseeing and administering all aspects of payroll administration for the US office and limited payroll administration for the UK office.

Principal Responsibilities:

- Manage bi-weekly multi-state payroll for exempt and non-exempt employees, for organizations with a workforce greater than 100+.
- Ensuring compliance with federal/state regulations and adherence to company policy.
- Prepare and process full cycle US payrolls (experience with complex and detailed pay practices-salaries, increases, overtime, shift differential payments etc.).
- Calculate commissions, process, and review of commissionable revenues, manage draw settlements, and related accounting functions for employees. Primary day to day administrator and contact related to commission inquiries.
- Manage aspects of the international payroll/pension plan on a monthly basis.
- Maintain well documented and organized payroll records.
- Respond to employees' questions regarding all payroll related matters.
- Partner with Human Resources on matters involving employee's onboarding, compensation, benefits and related matters.
- Manage moderate to complex payroll functions and reporting systems.
- Process related accounting entries, and reconcile payroll and benefits balance sheet accounts.
- Coordinate and manage workflow to ensure all payroll transactions are processed accurately and timely.
- Participate in regular preparation of relevant management reports, and monthly accounting processes.



- Generation of the Company payroll and track Paid Time Off accrual and other related reports.
- Administration of the 401k plan and interaction with the related custodian and fiduciary.
- Oversee the tracking of time/leave, and projects through an electronic system. Maintain accuracy and integrity of system by auditing and correcting issues.
- Develop ad-hoc reports as needed.
- Participate in financial and internal audits related to pay policies and practices.
- Assist on special projects, as necessary.

Requirements:

- Bachelor's Degree in Business, Accounting, Finance or related work experience.
- 5+ years' experience in managing a multi-state payroll.
- Extensive knowledge of payroll and time and attendance systems. Prior experience with ADP Workforce Now is a huge plus.
- Prior experience using NetSuite is preferred.
- Maintain high level of business and employee confidentiality.
- Strong computer aptitude and proficiency in Excel required.
- Ability to exercise sound judgement and to articulate ideas clearly and to the point.
- Outstanding attention to detail and ability to work quickly and efficiently in a fast paced and challenging environment.
- Self-motivated with excellent verbal & written communication skills.
- Strong work ethic and possess a team player mentality.
- Knowledge of current federal, state and local payroll related laws, regulations, trends and issues.
- Excellent organizational and critical thinking skills.

Schedule and Compensation:

- Full Time, Base Salary.
- Comprehensive Benefits Package including but not limited to: medical, dental, vision & life insurance, 401(k) matching program.

Please send resumes via email to hr@theswitch.tv.