



**POSITION:** Payroll Manager  
**DEPARTMENT:** Finance and Administration  
**REPORTS TO:** Assistant General Manager  
**FLSA STATUS:** Salaried/Exempt

### **Summary**

ASM Global, the leader in privately managed public assembly facilities, has an excellent and immediate opening for a Payroll Manager at the McCormick Place Convention Center. Administers and manages daily activities of the payroll functions.

### **Essential Duties and Responsibilities**

- Assists in the development and implementation of corporate goals and priorities relating to payroll management in compliance with State and Federal law, and ASM Global policies and procedures.
- Follows ASM Global Human Resources policies to assure compliance with legal requirements and government reporting regulations affecting payroll and accounting functions. Maintains compliance with state regulations concerning payroll regulations.
- Manages the administration of department records systems and procedures.
- Oversees, monitors, the quality control of the data entry of all payroll records into the accounting and human resources system.
- Prepares accruals and reconciling sub-ledger to the general ledger.
- Oversees the processing of facility payroll.
- Manages the process of all wage garnishments, deductions, and payments for applicable employees.
- Prepares and updates payroll journal vouchers.
- Recognizes and researches errors on payroll reports, including tax credits and employee wage discrepancies.
- Respond to and fulfil all Union Compliance Audit requests and provide documentation and schedules as required
- Responds to requests for information regarding policies, procedures, and programs.
- Creates and/or updates department policies and procedures.
- Performs other job-related duties as assigned.

### **Supervisory Responsibilities**

Directly supervises employees in the Payroll Department. Carries out supervisory responsibilities in accordance with ASM Global's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding; disciplining employees in conjunction with Human Resources; addressing complaints and resolving problems.

**Qualifications**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Education and Experience**

- B. S. in Accounting or Finance or related field from a four-year college or university.
- 8 - 10 years' experience in administering and managing payroll process
- CPP Preferred.
- ADP Enterprise knowledge.

**Skills and Abilities**

- Excellent oral, written and interpersonal skills.
- Excellent data entry, basic accounting and journal entry skills.
- Ability to work with and maintain highly confidential information is required.
- Ability to function both independently and as a team member.
- Understanding of payroll taxes, laws, regulations and requirements.
- Training experience desirable.

**Computer Knowledge**

Extensive knowledge of Microsoft Excel and Word as well as computerized accounting software. Experience with ADP/Horizon or Enterprise payroll system desirable along with time clock systems preferably Etime.

**Certificates, Licenses and Registrations**

CPP preferred.

**Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit for long hours; use hands to handle files, type and operate office machines; to talk and hear on the telephone. Specific vision abilities required by this job include close vision for review of statistical and other financial records and information.

**Hours of work and travel requirements**

Must be able to work a flexible schedule. Minimum travel may be required.

**Note**

The essential responsibilities of this position are described under the headings above. They may be subject to change at any time due to reasonable accommodation or other reasons. Also, this document in no way states or implies that these are the only duties to be performed by the employee occupying this position.

**Please use the below link to apply:**

[https://asmglobal.wd1.myworkdayjobs.com/careers/job/Chicago-IL/Payroll-Manager\\_R10014891](https://asmglobal.wd1.myworkdayjobs.com/careers/job/Chicago-IL/Payroll-Manager_R10014891)

Recruiter- Shalanda Hedrick  
McCormick Place – ASM Global  
301 E. Cermak Rd, Chicago, IL. 60616

Applicants that need reasonable accommodations to complete the application process may contact 312.791.7000.

ASM Global is an Equal Opportunity/Affirmative Action employer, and encourages Women, Minorities, Individuals with Disabilities, and protected Veterans to apply. VEVRAA Federal Contractor.

**We will accept applications from 12-23-22 and until position is filled**