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| **Job Title:** Principal Payroll Lead  **Work Location:** Remote, Onsite or Hybrid  **Reports To:** SVP, People & Culture  **Department:** People & Culture | **FLSA Status:** Full Time/Salary  **Direct Reports:** 0  **Start Date:** End of Jan/Early February 2025  **Pay Range:** $75k to $85k |

**ABOUT US.**

Founded in 2004, Inside Edge Commercial Interior Services has earned a reputation for being the premier name in nationwide commercial interior construction projects, specializing in seamless refresh/remodels and new construction.

We are a customer-centric, innovative partner providing tailored solutions in flooring, fixtures, casework, coatings, and painting. Inside Edge exists to help its customers design, manage and execute interior and exterior solutions. With decades of experience managing complex, multi-location trade programs and projects, Inside Edge has mastered the art of scaling with precision, ensuring rapid execution and a seamless customer experience.

Inside Edge has been proudly employee owned since 2014. We are empowered to deliver an exceptional customer experience. Our culture, rooted in collaboration and innovation, fosters an environment of growth, engagement, and high performance, where people are encouraged to bring their unique skills and talents. Whether caring for our customers, troubleshooting issues, giving back 1% of our profits to our community, or investing in responsible and sustainable product solutions, Inside Edge fiercely believes in fulfilling profit with purpose.

**ABOUT THE ROLE.**

You will be responsible to process pay for an organization of aprox. 190 employees, located across seven of the United States and Canada. Our employee population is a diverse blend of exempt/hourly, contract, commission and revenue producing. In addition to run state pay processing, you will be responsible to process year end reports, regularly review and communicate state/federal compliance standards, and support urgent pay requests.​ Additionally, you will be relied upon to consult on employee pay scenarios, and participate in special projects as needed.

**KEY RESPONSIBLITIES.**

Operational Execution:

* Process weekly/bi-weekly pay for 190 employees plus contractors
* Calculate wages, vacation/sick and safe time accruals, benefits and insurance, and other relevant deductions
* Support all employee questions and processing requests related to earnings, taxes, deductions, leaves, disability and non-taxable wages
* Support specialized pay requests as need arises (ex; separation pay, closure pay, crisis pay, etc.)
* Prepare, monitor and analyze payroll reports
* Manage year-end processes and ensure W2 records are accurate and complete.

Continuous Improvement:

* Regularly review and propose payroll process improvements
* Build expertise in payroll system and look for system efficiencies as needed
* Regularly identify and communicate payroll trends and recommend areas of improvement
* Stay up to date on local, State and Federal pay and tax regulations, and communication/execute process improvements as needed

Team Development:

* Act as point of contact for all employee pay related inquiries or needs
* Maintain accurate employee records and keep employment pay data accessible, organized and up to date
* Educate employees and partners on pay regulations and/or pay systems usages
* Partner closely with the People & Culture team to deliver a strong, consistent people experience to all employees

Other duties as assigned.

**EXPERIENCE.**

Required:

* Minimum 5-10 years payroll experience and proficiency with HR/payroll systems
* Meticulous attention to detail
* Comprehensive understanding of federal, state and local labor pay and compliance standards
* Strong communicator
* Problem solver
* Acts with urgency
* Ability to handle sensitive information with confidentiality and discretion

Desired:

* Experience working with ADP Payroll Systems
* Previous experience working in an HR role
* Proficiency with multi-State tax calculations and compliance standards
* Experience with workflow creation and optimization within an HRIS or Payroll system
* Financial audit experience
* FPC, CPP or other payroll earned certifications
* International (Canada) pay practice experience

**WORK CONDITIONS:**

This position operates in an office environment and can accommodate an onsite, remote or hybrid work location.

**BENEFITS:**  
Vacation and Sick Time, Paid Volunteer Time, Take 5 Mental Health Days, (7) Paid Holidays and (2) Floating Holidays, Medical, Dental, Supplemental/Life Insurance, 401k Options, ESOP Share Options