**JOB DESCRIPTION**

**Position: Payroll Administrator**

**Department: Accounting**

**Reports to: Financial Controller**

**The Company**

Mandarin Oriental Hotel Group is the award-winning owner and operator of some of the world’s most prestigious hotels and resorts. The Group now operates or has underdevelopment over 40 hotels with more than 11,000 rooms in 25 countries in key business and leisure destinations.

**The Hotel**

Our award winning property, in the nation's capital, is situated on D.C.'s growing South West waterfront. Commanding monumental views, the property offers 400 guest rooms including 54 suites, extensive event space, and our Forbes Four Star Rated Spa at Mandarin Oriental. Mandarin Oriental, Washington D.C. welcomes individuals who are guest centered and are committed to making a difference every day; continually getting better to keep us the best.

**Strategic Intent**

It is the mission and intent of this position that the incumbent will assist the Financial Controller and Accounting Manager by managing, preparing, transmitting and analyzing the weekly payroll for all positions in the hotel (union and non-union). This individual will provide meaningful suggestions for improvements and problem solve, whenever necessary, to assist the finance Department in achieving their financial and overall goals.

**Scope of Position**

The Payroll Administrator shall maintain payroll records for all employees in accordance with all governmental and Mandarin Oriental Hotel Group standards. This individual must ensure adherence to all internal and governmental reporting requirements with respect to payroll information and ensure their accuracy. This individual shall prepare, maintain and audit all payroll records, issue employee pay checks, and manage all related payroll information.

In addition, this individual will assist the Accounting Manager in the preparation of the monthly financial statements, balance sheet reconciliations and by providing reports.

**Organizational Structure**

The Payroll Administrator reports to the Accounting Manager.

**Duties and Responsibilities**

* Establishes accurate hard copy and electronic up-to-date payroll information files for all current and newly hired personnel to provide for proper withholding of required and/or authorized deductions.
* Maintains liaison status between Finance and Human Resources to ensure constant communication of pertinent employee information to ensure accuracy of Payroll records.
* Establishes and maintains security procedures designed to ensure the confidentiality of all payroll related information.
* Transmits weekly payroll and status change information to contract payroll processor in a timely manner.
* Maintains manual and/or electronic payroll reporting processes, information and equipment daily.
* Monitors reporting of tips by employees in designated categories, calculates requirements to ensure that amounts reported are sufficient to meet those established by governmental mandate.
* Prepares check request for payroll deposits, deduction remittances, withholding and Social Security tax payments.
* Prepares payroll, accruals, and analytic reports for the end of the month closing, and as required.
* Provides backup for accounts payable when necessary.

**Requirements**

*Mandatory*

* Three to five years prior experience managing payroll preparation for large multi-unit operation.
* Thorough knowledge of Federal and state withholding requirements, wage and labor laws.
* Proficiency in computer software, specifically, payroll/time and attendance software (Timesaver and EBS).
* Strong proficiency in Excel and all other Windows based applications.
* Effective management, leadership, organizational and communication skills.
* Ability to work flexible schedule to include weekends and holidays.

*Desirable*

* Bachelor's Degree in Accounting, Finance, or business-related field of study.
* Strong team player, enthusiastic to learn and accomplish the Finance Department and Mandarin Oriental overall goals.

Each of the items listed is considered an essential function of the position. However, the duties, responsibilities and requirements presented in this job description are intended to be broad based and high level and should not be construed as an exhaustive list of all roles or responsibilities for the position. The Company reserves the right to alter the duties and responsibilities of the position.

It is Company policy to comply with the Americans with Disabilities act, including by providing reasonable accommodations that do not constitute an undue hardship on the Company. Employees or applicants should direct requests for accommodation to Director of Human Resources.