



Payroll Manager

Type	Pay	Location
Full-Time	Salary	Various USA, Remote

Role Overview

Our Payroll Manager will be responsible for biweekly payroll for 270 employees, including 15 states and Guam, 10 different unions, SCA (Health & Welfare), Government Contracting, and multiple insurance plans through Paycom, with a transition (Implementation) to Paylocity. Handle payroll reporting for multiple 401k/Pension plans, union dues, and misc. deductions.

Required Qualifications

- Bachelor's degree or 10 years of experience.
- Experience with Collective Bargaining Agreement
- Experience in Government Contracts SCA
- Compliance reporting such as VETS-4212, EEO-1, and ACA.

Preferred Skills

- Experience with Paylocity and Paycom
- Experience with QuickBooks Online
- Experience supporting external audits
- Implementation of payroll in Paylocity

Compensation & Benefits

Salary is based on location and experience. Starting at \$65,000.00/annually.

TK&K Services is proud to offer a comprehensive benefits package designed to support the health, financial security, and work-life balance of our employees. All salaried employees are paid bi-weekly.

- ❖ Medical Insurance
 - Cigna coverage is effective on the first of the month following your start date
- ❖ Dental, Vision & Life

- Affordable group dental, vision, life, and disability plans available at enrollment
- ❖ 401(k) Retirement
 - Company 401(k) plan administered by Voya — invest in your future from day one
- ❖ Paid Time Off
 - 80 hrs./yr (Yrs 1–4)
 - 120 hrs./yr (Yrs 5–14)
 - 160 hrs./yr (Yr 15+)
- ❖ Sick Leave
 - Accrues at 1 hour per 30 hours worked, up to 56 hours per contract year

Conditions of Employment

Drug Testing. A pre-employment drug test is required as a condition of hire. **Background Check.** A comprehensive background check, including criminal history and Motor Vehicle Records (MVR), is required for all candidates. **DLA Qualification.** Acceptance of the offer is contingent upon DLA accepting and approving the candidate's qualifications. Ensure all experience, certifications, and training documentation are complete and accurate prior to submission.

Equal Employment Opportunity

TK&K Services is an Equal Opportunity Employer. We do not discriminate on the basis of race, color, religion, sex, national origin, age, disability, sexual orientation, gender identity, marital status, or any other characteristic protected by applicable law. All employment decisions are made solely on merit, qualifications, and job-related factors.