



Wilson-McShane Corporation

Plan Administrators for Taft-Hartley Trust Funds

Payroll Audit Supervisor Kansas City, KS

Essential duties and responsibilities include the following:

- Oversee day to day operations of the Kansas City, KS Payroll Audit Department.
- Maintain effective communication and working relationships with management and staff as well as clients, unions, participants and fund professionals.
- Handle escalated issues that arise from Payroll Audit Team, Employers, Vendors, Unions and Fund Professionals.
- Prepare weekly, monthly, and on demand reports for vendors, unions and fund professionals.
- Plan long-term and short-term field, desk, for cause, no contribution, and new employer audit schedules and travel.
- Monitor files being reviewed by clients, attorneys and actuarial companies to ensure files are returned in a timely manner.
- Provide leadership, coaching and direction for KS Payroll Audit Department.
- Assign tasks to Junior Payroll Auditors/Payroll Auditors and review status of payroll audits.
- Analyze processes within the Payroll Audit Department and find ways to improve efficiency and accuracy.
- Write and update procedures utilized within the KS Payroll Audit Department.
- Provide ongoing training to KS Payroll Audit Department.
- Oversee all final payroll audit invoices, reports and agreement finalizations.
- Complete and track time off requests and attendance. Approve time sheets.
- Review and approve travel plans for KS Payroll Audits Team and their expense reports.
- Review and track ancillary audit documents and payments.
- Research, write, and review disputes for the client and Board of Trustees.
- Maintain effective communication and working relationships with management and staff as well as clients, government agencies, unions, employers, participants, attorneys, and consultants.
- Ensure compliance with ERISA and other regulatory and legal guidelines.
- Provide back-up for any position within the Payroll Audit Department as needed.
- Perform other duties and special projects as assigned.

To perform the job successfully, an individual should have the following competencies:

- **Adaptability and Project Management:** Must be able to adapt to frequent changes, delays or unexpected events. Ability to reprioritize tasks. Must be able to prioritize own workload as well as assist staff in setting their own priorities.
- **Leadership and Supervisory Skills:** Provide leadership, coaching and direction for staff. Delegates responsibilities and monitors all staff. Provides feedback, direction and corrective action, as needed. Ensure cross training and reassignment of the tasks during staff absences or special projects.

- **Written and Oral Communication:** Speak clearly, listen carefully, get clarification if necessary and responds well to questions. Able to write clearly and informatively. Able to edit work for spelling and grammar. Requires various writing styles to meet needs of the organization. Able to read and interpret the written contract language.
- **Professionalism:** Approach others in a tactful manner. React well under pressure. Accept responsibilities for own actions. Follow through on commitments. Must be a Team Player. Able to manage difficult or emotional employee and client situations promptly.
- **Judgment:** Exhibit sound and accurate judgement by thinking globally and locally. Support and explain reasoning for decisions. Include appropriate people in decision making process. Able make timely decisions in difficult situations.
- **Dependability:** Follow instructions and respond to management directions. Able to keep commitments and commit to long hours of work when necessary to reach goals. Able to complete tasks on time or notify appropriate individual(s) with an alternate plan.
- **Quality Control:** Demonstrate accuracy and thoroughness. Able to promote for ways to improve quality and increase productivity.

To perform the job successfully, an individual should have the following qualifications:

- 2+ years of supervisory duties and/or 3+ years of relevant experience is highly preferred.
- Experience with Taft-Hartley Funds highly preferred.
- Bachelor's degree preferred.
- Proficiency with all aspects of Microsoft Office is required. Quick learner of other computer applications.
- Extensive knowledge of utilizing Microsoft Excel and Access to create queries is highly preferred.
- Ability to read and interpret complex document such as Collective Bargaining Agreements and Summary Plan Descriptions.
- Willingness to frequently travel nationally, including nights and weekends. Approximately 20% to 30%.