



Payroll Administrator
With Accounting and Human Resources Duties
CRF HEALTH

The Company:

CRF Health, a successful and growing privately held company, is the leading global provider of electronic patient management (eDiaries) and wireless data collection solutions for the Life Sciences industry. The Payroll Administrator with Accounting and HR duties position is based out of **CRF Health's** Lansdale office.

Position Summary:

CRF Health is seeking to hire an organized, team oriented, excellent time manager as a Payroll Administrator with experience with ADP payroll a must and HRB via ADP preferred. This position provides a range of administrative and clerical support with focus on, Payroll, Accounting and Human Resources activities. Must be very detailed oriented and have excellent communication skills and have a good base knowledge of Payroll and HR Administration.

Responsibilities:

- Process semi - monthly payroll for 50+ employees with special attention to local statutory requirements and laws as well as act as the liaison with ADP payroll company to ensure proper data is provided. Knowledge of state tax start up and filings.
- Acquire, maintain and utilize knowledge and expertise in the local HR laws and regulations.
- Ensure all information pertaining to employees payroll files are kept current, accurate and complete at all times and provide reports of local Human Resources employment data as needed via the HRB system.
- Works with the Staff Accountant to handles various accounting clerical duties.
- Ensure that attendance records are up to date and accurate within home office and that the information is submitted to headquarters in a timely manner.
- Administers various benefit programs for CRF Health, ensuring proper enrollment, change and termination forms are processed, ensuring consistent and accurate application of benefit programs.
- Assists Global Human Resources Manager (GHRM) in the recruitment of staff.
- Works with the GHRM to update and maintain all HR data, including CRF forms, CRF Handbook, policies and procedures, organizational charts etc.

- Oversees the general office administration including the ordering of supplies and other administrative functions for the office as needed.
- Work with Finance in the processing of local invoices and other administrative tasks as requested or needed.
- As needed, act as a point person to receive and forward to accounting vendor invoices for the local office.

Requirements:

- Bachelor's Degree preferred.
- Minimum of 2 years experience in ADP payroll environment
- Must have excellent time management, communications, and organizational skills.
- Must have solid basic MS Tool experience – Word, Excel, and PowerPoint preferred.
- Must be able to deal effectively with all levels of the organization.
- Must be a team oriented person with a “can do” attitude.