

Position Title: Payroll Technical Team Leader

Location/Department: Canandaigua, NY / Payroll, Financial Services

Reports To: Payroll Manager

Date: 1/26/11

Band: F1

Job Posting #: 11-010

POSITION SUMMARY:

This position will be responsible for supporting the Payroll Manager as well as supervising and directing payroll staff in technical matters relating to management of the Kronos timekeeping application, employment tax compliance and payroll reporting using ADP Reporting for month-end, quarter-end and year-end reporting needs. Strong communication skills, both written and verbal are extremely important given the job scope will require interaction with many organizational functions at multiple levels within and outside the company.

RESPONSIBILITIES:

- Management of the Kronos Workforce Central timekeeping application including the ability to create or maintain workrules/payrules and utilize advance software features to update or modify pay practices; maintains application change control and process documentation
- Manage access and set up of existing and new Kronos supervisors
- Train new supervisors and web-based timekeeper employees as necessary; maintain training documentation
- Provide Kronos training/job aides/resources to payroll coordinators to facilitate efficient payroll processing and convey necessary knowledge of the Kronos application
- Departmental lead and supervisor for federal, state and local payroll tax research, administration and compliance including overseeing employee W2 amendments; assists as necessary with account reconciliations
- Oversees preparation of various reports required by federal and state agencies
- Under the direction of the Payroll Manager, preparation of key departmental month-end, quarter-end and year-end reporting utilizing ADP Reporting and Excel
- Performs ad-hoc analysis as required
- Maintain up to date knowledge of payroll regulations and procedures through continual review of current payroll publications available within the department
- Perform duties requiring considerable knowledge of the company's policies and procedures including drafting departmental policies and procedures
- Assist with the integration of payrolls resulting from acquisitions or reorganizations
- Other duties and special projects as assigned by the Payroll Manager

QUALIFICATIONS:

- **Education/Experience** - Bachelors degree in Accounting
Certified Payroll Professional designation required within first year of employment

3-5 years of supervisory experience
3-5 years of Kronos Workforce Central application management experience
3-5 years ADP payroll exp. with a multi-state employer

- **Technical** – Strong PC proficiency, including extremely strong Excel skills, kronos time keeping and ADP payroll system- Enterprise Version 5 preferred
- **Professional** - Strong leadership and supervisory skills to lead and mentor a team. Ability to build strong relationships, initiate action and adjust to change are key attributes to this role.
Experience with all phases of payroll processing and reporting including journal entries and account reconciliations
Highly motivated, change oriented individual who excels in a dynamic environment and can handle multiple priorities and timelines as well as proficiency at follow-up and detail
Proven analytical and spreadsheet skills and solid knowledge of key accounting concepts
Excellent communication and interaction skills, both oral and written
Accuracy, time management, organization, communication and customer service skills are essential

PHYSICAL REQUIREMENTS / OTHER

- Must be able to stand, walk, sit; use hands to finger, handle or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch or crawl; talk and hear.
- Must have close vision, distant vision, ability to adjust focus, peripheral and color vision.
- Must be able to work in an office environment primarily but periodically required to work in a warehouse environment with variable temperatures and lighting.

APPLICANT PROCEDURE:

All applicants must submit a cover letter with their resume to the following contact either electronically, by mail or facsimile:

Human Resources
staffing@cwine.com
Refer in subject line: Payroll Technical Team Leader

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