

Job Title: Payroll Manager

Department: Finance

About Vector Laboratories

Vector Laboratories is seeking a talented and highly motivated individual to join our growing team. As an organization known for its culture of service, reliable products and unmatched technical expertise, our employees are passionate about the impact and quality of their work. The opportunities we provide to work collaboratively and build trusting relationships in a team-oriented environment make Vector Laboratories an ideal place to learn, flourish and contribute to scientific advancement. We genuinely value diverse perspectives and ideas and strive to demonstrate how this approach results in success. With nearly 50 years of history, Vector Laboratories boasts an unparalleled reputation in protein labeling, detection, and conjugation. Our recent mergers and acquisitions have significantly expanded our portfolio, serving the biopharma industry, academia, life science tools, and diagnostics, providing comprehensive solutions to the life science industry. We are looking to take Vector Laboratories to new heights and hope you'll consider joining our globally impactful team!

Job Summary

The Payroll Manager owns end-to-end payroll operations and payroll accounting for Vector Laboratories' global workforce. This role is the technical and operational owner of payroll processing, journal entry posting, account reconciliation, and payroll-related compliance, while also coordinating with third-party payroll vendors supporting Vector's operations in the United Kingdom and the Netherlands.

This position reports to Finance leadership (solid line), with a dotted-line relationship to the Sr. Director, Global Human Resources.

Competencies Identified for Success

Precision & Compliance Mindset	Processes payroll and posts payroll journal entries with a high degree of accuracy, catching discrepancies before they reach the ledger. Applies wage and hour law, tax withholding rules, and benefits-related payroll requirements consistently, including nondiscrimination testing and Form 5500 support.
Cross-Border Collaboration	Works effectively with third-party payroll vendors and stakeholders across Vector's US, UK, and Netherlands operations, adapting communication and process to local statutory requirements and time zones.
Technical & Systems Acumen	Navigates payroll and general ledger/ERP systems with confidence, and is comfortable troubleshooting data issues, building reconciliations, and documenting process for auditability.
Discretion & Integrity	Handles confidential compensation, benefits, and personal data with sound judgment and consistent discretion, and is trusted by employees, Finance, and People & Culture alike.

Responsibilities

Payroll Operations & Global Support

- Process and administer multi-state US payroll, ensuring accuracy, timeliness, and compliance

- Serve as the primary point of contact liaising with third-party payroll vendors supporting Vector's Wilton, UK and Netherlands operations, ensuring alignment with local statutory requirements
- Provide payroll guidance and support across all Vector sites, including Newark, Scottsdale, Plain City, Wilton, and the Netherlands

Payroll Accounting

- Prepare and post payroll journal entries to the general ledger
- Perform month-end payroll account reconciliations
- Manage cash application related to payroll disbursements
- Partner with Finance and Accounting to ensure accurate payroll cost allocation and reporting

Compliance

- Perform or support payroll nondiscrimination testing for benefit plans
- Support preparation and filing of Form 5500 in partnership with benefits administration and outside vendors as needed
- Maintain compliance with wage and hour law, tax withholding regulations, and benefits-related payroll requirements
- Stay current on payroll regulatory developments across the US and applicable international jurisdictions

Cross-Functional Collaboration

- Partner with People & Culture on benefits administration, leave-of-absence pay, and employee pay inquiries
- Support financial, benefits, and workers' compensation audits with payroll data and documentation
- Performs other duties as assigned

Job Qualifications

- Bachelor's degree in Accounting, Finance, or a related field, or equivalent experience
- Progressive payroll and payroll accounting experience, including exposure to global or multi-country payroll; UK and/or Netherlands experience preferred
- Demonstrated technical proficiency with payroll systems (ADP preferred) and general ledger or ERP systems
- Working knowledge of payroll nondiscrimination testing and Form 5500 requirements
- Strong understanding of payroll accounting principles, including journal entries, account reconciliations, and cash application
- Certified Payroll Professional (CPP) credential a plus
- High degree of accuracy, discretion, and sound judgment in handling confidential compensation and benefits data

Compensation

The anticipated salary range for this position is \$105,315.00 – \$123,900.00. The salary offer will depend on multiple factors, including the successful candidate's skills, experience, and other qualifications.