



JOB TITLE	Payroll Manager		
REPORTS TO	Director of Human Resources		
BASED AT (OFFICE LOCATION)	Boise, ID		
REGULAR/TEMPORARY	Regular	FULL/PART TIME	Full-Time Exempt

MISSION

Conserving Birds of Prey Worldwide

WORK WITH US

For over 50 years, The Peregrine Fund has worked to conserve birds of prey. Addressing threats such as pollution, deforestation, and human-wildlife conflict is key to supporting the world's 561+ species of raptors and the ecosystem upon which we all rely. As top predators, raptors serve as indicators of ecosystem health while providing essential services like rodent control and disease prevention through carrion removal. The Peregrine Fund relies on science to assess extinction risk and causes of decline to allocate resources effectively while engaging local communities in comprehensive, collaborative conservation solutions, unique and innovative to each region. Key achievements include removing the Peregrine Falcon from the U.S. Endangered Species List, helping restore the Mauritius Kestrel population from just four wild birds, and identifying and addressing the drivers of the Asian Vulture Crisis. Current projects span dozens of countries, including community-based conservation in Madagascar, doubling the known Ridgway's Hawk population on Hispaniola, and managing California Condor recovery efforts in the American West.

Our employee benefits program plays a vital role in demonstrating our commitment to our employees. We are pleased to offer eligible employees a benefits program that is comprehensive and among the best among our peer institutions, including a 403(b) retirement program as well as health, dental, vision, life, and long-term disability insurance.

The Peregrine Fund is an Equal Opportunity Employer. We ensure all qualified applicants will receive consideration for employment without regard to age, race, color, religion, gender, sexual orientation, gender identity, national origin, disability, or veteran status.

The successful applicant will be required to complete a background screening before a final offer of employment is made.

POSITION SUMMARY

This position facilitates accounting in relation to payroll and related accounting as well as charitable administration for the organization. They serve as support for the Director of Human Resources by assisting in HR related activities, maintenance, and processes.

ESSENTIAL FUNCTIONS

The Payroll Manager completes multi-state payroll accounting, benefits payments, labor insurance requirements, and all tax payments. This position is also responsible for maintaining and completing the annual state charitable registration process for the organization. They also assist the Director of Human Resources with HR compliance activities. This

individual will need excellent organizational skills and an understanding of HR strategies and practices, along with the ability to promote a culture of diversity, inclusivity, collaboration and teamwork. Individuals must be able to maintain confidentiality of sensitive information.

RESPONSIBILITIES AND SCOPE

Accounting

- Process and manage multi-state (17+) bi-weekly payroll for employees in US
- Process and manage bi-weekly payroll for employees in Puerto Rico (via ADP)
- Reconcile and process quarterly/monthly state tax returns
- Prepare and file quarterly 941 Federal Tax Return
- Stay current on multiple state payroll tax changes
- Reconcile reports and process payments for monthly: unemployment insurance, Workers Comp Insurance, multiple state tax withholding, and census reporting.
- Research and register Employer tax withholding, UI, Workers Comp, additional tax filing in new states, as needed
- Prepare annual Workers Comp Audit information
- Maintain communication with TPA and execute benefits changes for billing
- Process W-2 forms annually
- Maintain a multitude of excel worksheets for audit and tracking purposes
- Facilitate and process 40+ Charitable State Registrations annually
- Other duties as assigned

Human Resources

- Stay current on regulations affecting payroll/insurance/human resources compliance
- Keep detailed records and assist with conducting investigations for escalated HR issues, when needed
- Assist in compliance activities with employee policy operations
- Participate in annual review of employee insurance benefit renewals.
- Recruiting administration of job opportunities, postings and coordinate hiring process; assist with the interview process as needed
- Prepare monthly reports and graphs, as requested
- Other duties as assigned

MINIMUM QUALIFICATIONS

- 2+ years relevant experience in payroll processing and accounting
- 3+ years experience in administration
- Familiarity with Microsoft Excel
- Knowledge of general accounting practices and principles
- Familiarity of Human Resources laws, regulations, and best practices
- Excellent communication skills, including in person, on the telephone and written
- Experience using computer applications to manage large amounts of information
- Ability to learn new skills and adapt to changing situations

PREFERRED QUALIFICATIONS

- Bachelor's Degree in Accounting and/or certifications with combined experience
- Knowledge of multi-state and U.S. territory payroll regulations
- Experience with MIP/Abila software & ADP

WORKING CONDITIONS

The Payroll Manager works in an office located in Boise, Idaho; full-time Monday – Friday. Possible telecommuting once trained.

COMPENSATION

Salary \$57,000 - \$63,000 (Depends on experience)

HOW TO APPLY

Send via email a single file attachment (PDF preferred) including a cover letter, resume, and contact information for 3 references to: employment@peregrinefund.org. Title “LastName_FirstName_Payroll Manager” and include the job title you are applying for in the subject line.