



About the Company:

Regency Centers Corporation (Nasdaq: REG) Regency Centers is the preeminent national owner, operator, and developer of shopping centers located in affluent and densely populated trade areas. Our portfolio includes thriving properties merchandised with highly productive grocers, restaurants, service providers, and best-in-class retailers that connect to their neighborhoods, communities, and customers. Operating as a fully integrated real estate company, Regency Centers is a qualified real estate investment trust (REIT) that is self-administered, self-managed, and an S&P 500 Index member. For more information, please visit regencycenters.com.

About this Opportunity:

Regency Centers is looking for an experienced **Senior Manager, Payroll & HRIS** to join our Jacksonville, Florida corporate office. This individual will be responsible for managing the bi-weekly payroll, ensuring all employees are paid in a timely, efficient and accurate manner and in compliance with all federal, state and local laws. This individual will also oversee the company's HRIS/human capital management system (currently Ceridian Dayforce) ensuring and providing efficient and accurate reporting.

Key Responsibilities:

Payroll

- Manage the preparation and processing of the organization's bi-weekly payroll timely, efficiently and accurately.
- Oversee the accurate input and maintenance of payroll records, including earnings, deductions, garnishments, and irregular payments such as bonuses, equity compensation, deferred compensation, etc.
- Ensure that all federal, state and local taxes, Social Security contributions, benefit and other similar deductions are withheld appropriately from individual paychecks.
- Ensure processes are compliant with all federal, state and local laws and reporting requirements and that our processes meet corporate audit standards and organizational business objectives.
- Keep abreast of new federal and state laws or changes made to existing laws that may affect payroll processing, employee deductions, PTO, or other related payroll components and communicate and/or implement changes in business practices accordingly.
- Discuss payroll matters with employees as appropriate.
- Ensure that the Corporate Accounting department receives all necessary payroll information.

HRIS & Reporting

- Responsible for entering and updating employee and organizational information in the HRIS database and ensuring that data flows accurately and efficiently between the modules within the human capital management system, other internal systems, external vendors, and other necessary recipients.

- Design and generate reports for the HR team or Regency management.
- Act as the primary liaison between Regency and Ceridian, fostering the relationship and overseeing projects that impact the HR department and Regency.
- Partner with the HR team to identify HR information needs and design new systems or modify existing systems to meet changing requirements.
- Responsible for assigning and maintaining security roles in Ceridian, ensuring appropriate access is granted.
- Manage the preparation and filing of required reports (e.g., workers compensation, ACA reporting in conjunction with our benefits team, federal contractor reporting in conjunction with our recruiting team, etc.) and/or payments to government agencies, vendors, other organizations and individual employees.

Other

- Manage, develop and motivate the Senior Payroll Specialist to provide effective support services to internal customers.
- Recommend changes in procedures and systems to improve the efficiency of the payroll and HRIS function within the HR department to minimize manual administration, workflow bottlenecks and repetitive data entry.
- Support HR leadership on special projects as needed.

Qualifications:

Required

- Bachelor's degree in Accounting, Finance, Human Resources or a related field (significant experience coupled with an accredited payroll certification may be considered in lieu of a Bachelor's degree)
- Minimum of 8 to 10 years of relevant payroll and HRIS experience for a multi-state employer, to include supervisory experience
- Advanced knowledge of contemporary, multi-state payroll practices and laws
- Advanced knowledge of a human capital management system/HRIS database, such as Ceridian Dayforce, ADP, Ultimate, Workday, etc.
- Advanced level proficiency with Excel, Word, Outlook and PowerPoint
- Proficiency with Adobe Acrobat Professional
- Advanced technical and analytical skills

Preferred

- Experience with Ceridian Dayforce
- Implementation experience
- California payroll experience
- Membership in a professional payroll association

Personal Characteristics:

- Proven exceptional quantitative, audit and problem solving skills
- An aptitude for detail work and the ability to problem solve and apply critical thinking skills to analyze and troubleshoot with a high degree of accuracy
- Integrity and trust, ability to handle highly sensitive information maturely and carefully
- Strong customer service skills

Benefits:

We recognize people as our most valuable asset. Our competitive compensation and benefits package includes a 401(k) profit sharing plan with company match, medical insurance with prescription drug coverage, dental insurance including coverage for orthodontics, vision insurance, an incentive-based wellness program, flexible spending accounts, paid parental leave and compassion leave, company-paid short-term and long-term disability insurance, company-paid life insurance, educational assistance, matching charitable gifts, flexible paid time off, and paid holidays.

*Regency Centers is an equal opportunity employer. Qualified applicants will receive consideration without regard to age, race, color, religion, sex, gender identity, sexual orientation, disability, national origin, or protected veteran status. Applicants are encouraged to confidentially self-identify when applying. Employment is contingent upon successful completion of background investigation. Regency Centers is a smoke-free and drug-free workplace. Pre-employment drug screening is required. No recruiters or agencies without a previously signed contract. Only candidates whose profiles closely match requirements will be contacted during this search.