Our client, an international professional services firm, is looking to add a Senior Payroll Specialist to their HR team. Reporting to the Compensation and Benefits Manager, this role provides payroll support to North America. North America comprises 9 operating companies with approx. 800 employees across the US and Canada, in 20+ states/provinces. The role is responsible for the preparation and processing of the semi-monthly payroll in compliance with Company policy and procedures and within federal and state legislation. The role will be the main point of contact with ADP, and will also liaise with the HR team and employees directly to ensure a high level of accuracy on payroll at all times. The ideal candidate will have 5+ years of global payroll experience, preferably in a professional services organization.

**Duties include, but are not limited to:**

· Process semi-monthly payroll including all salary changes, other changes, deductions and taxes in line with deadlines for each payroll. The Annual Compensation Review (ACR) process takes place in March/April with the processing of salary increases, bonus payments and share awards.

· Process new hires, set up employee files and maintain the HR payroll system in accordance with internal procedures

· Process terminations through the HR payroll and send all related correspondence to terminated employees

· Processing any vesting/sales of SESS awards and associated tax payments as required

· Submit semi-monthly Sharesave and 401(k) funding to the bank

· Run the interface between the HRIS (Oracle) and ADP payroll system.

· In conjunction with the C&B Manager, manage the administration, communication and related documents for tax year end

· Provide support to accounting on general ledger issues and on coding changes to the payroll service

· Implementation of legislative changes affecting payroll as required

· Be the point of contact and provide customer service for all payroll related and Time & Attendance enquiries

· Assist in identifying and developing system and process improvements

· Create various ADP customized reports on information required for reconciliations as needed or requested by HR and Finance

· Reporting on KPIs for payroll accuracy

**Qualifications:**

· Bachelor’s Degree in related field (or equivalent work related experience)

· 5+ years’ payroll processing experience for a multi-state employer with multiple locations. International experience desirable

· Knowledge of state and federal wage and tax laws and overtime requirements

· Understanding of the requirements of international payroll

· Experienced user of ADP Workforce Now, including P/R, HRB and Time & Attendance modules

· HRIS experience; Oracle is a plus

· Strong working knowledge of Microsoft Office applications

· Produces accurate work and pays good attention to detail in all s/he does

· Ability to multitask and prioritize while working to tight deadlines

· Strong team player; self-motivated, industrious and works well under pressure

· Aptitude for numbers and quantitative skills

· Ability to analyze, understand and manipulate complex data

· Ability to write reports, correspondence and procedure manuals

· Business and commercial awareness in a cost focused environment

· Excellent written and verbal communication skills

· Strong organizational skills and highly computer literate

Interested candidates please contact Juno Search Partners:

Samantha Schiff 267-603-7130 sschiff@junosearchpartners.com

Tori Mitchell 215-545-5856 tmitchell@junosearchpartners.com