

JOB DESCRIPTION

Job Title:	Senior Payroll Analyst
Department / Cost Center:	Finance
Reports to (Job Title):	Manager, Payroll
Location:	North Bay Area, CA
Date Prepared:	<u>02/19/14</u>

<input checked="" type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time	<input checked="" type="checkbox"/> Regular <input type="checkbox"/> Temporary	<input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt
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SUMMARY DESCRIPTION

State the overall function or purpose of the job.

Responsible for assisting the Payroll Manager with timely and accurate processing of the bi-weekly payroll for all U.S. employees and certain ex-U.S. employees while maintaining the internal controls that have been established around timecard and payroll processing. The Senior Payroll Analyst provides specialized accounting services to U.S. personnel from our corporate office. Responsible for capturing activities of workers engaged in recording hours of work, processing time records, compiling payroll statistics, maintaining payroll control records, and calculating payrolls.

Candidate will have experience in payroll, reconciliation, and payroll and time & attendance reporting and analysis. Position will exhibit good customer service skills in supporting the Company's employees and must possess strong written and verbal communication skills.

RESPONSIBILITIES

List the major responsibilities of the job.

Payroll Responsibilities

- *Perform all aspects of payroll under the supervision of the Payroll Manager ensuring payroll processing timelines are met.*
- *Accountable for accurate and timely payroll processing for all U.S. employees in the Oracle Payroll system.*
- *Manage Kronos timecard system, including reporting and analysis as well as observing areas for improvement.*
- *Maintain payroll internal controls; ensuring proper procedures, policies, and rules are applied to payroll activities.*
- *Strong technical knowledge of payroll required.*
- *Assist with year-end processes, reconciliations, etc.*
- *Ensure the accuracy and timely distribution of W-2's -by demonstrating a working knowledge of relevant payroll tax rules and regulations.*
- *Review employee timecards and payroll registers each pay period for accuracy,*

- completeness and compliance with the Company's SOP's.*
- Work with internal and external auditors as necessary.*
- Perform ad hoc payroll-related research and analysis at the request of the Payroll Manager.*
- Maintain internal relationship with Human Resources department, including mutual process dependencies, information sharing and internal controls.*
- Any ad hoc additional duties and responsibilities identified*

SCOPE

Quantify the scope or impact of the job in terms of revenue, expenses, capital investment, headcount, etc.

Payroll: Bi-weekly payroll processing for approximately 1,300 US employees, several individual international employees.

EDUCATION

State both the minimum and the preferred educational attainment (or equivalent experience), and describe essential and desired subject matter, certifications, special training, etc.

Bachelors degree in Business Administration/Accounting, Finance or other non-business subject with Payroll work experience preferred. CPP desirable.

EXPERIENCE

State both the minimum and the preferred number of years of relevant experience, and describe the essential functions of the job.

5+ years payroll processing experience preferably in manufacturing with experience in calculating shift differential.

Excellent organization, follow-through, initiative and aptitude payroll processing or analyst role is welcome.

SUPERVISOR RESPONSIBILITY

List the number of personnel directly reporting to this position and their job titles. List the number of personnel functionally reporting to this position (i.e., supervised on a "dotted-line" basis), and their job titles. Specify the total number of personnel supervised by this position, both directly and through others.

TO APPLY:

Please contact **Ben Ross** with CV and contact information at b.ross@realstaffing.com or **415-796-8000** for immediate interviews.