PAYROLL SYSTEMS ANALYST

Division/Department:	Corp Fin/Acctg	Reports to:	Payroll Manager		
Job Code:	1168	Job Classification:	Exempt	Updated:	3/18/2015

POSITION SUMMARY

This position is responsible for administration, system setup, support, and reporting of payroll systems. The position interfaces with the payroll operations staff on day-to-day payroll applications and acts as the primary back up for the Payroll Manager. The position also collaborates with the Human Resource Department for compensation planning, the Accounting Department for general ledger requirements and month-end reporting, internal audit for controls and processes testing and other assigned projects as requested.

POSITION RESPONSIBILITIES

- **Payroll Systems:**
  - Responsible for information retrieval from all payroll systems by generating standard reports and development of ad-hoc reports. Will exercise discretion on the dissemination of confidential and sensitive information.
  - Provide support in the development and analysis of payroll data using system functionality, spreadsheets and other databases where appropriate, and drive continuous improvement process.
  - Coordinate activities with IT, Payroll, Finance and HR to ensure timely and accurate flow of information.
  - Proactively assesses the system needs of the Payroll department and identifies, analyzes, and recommends business process and/or system enhancements to the Payroll Manager.
- **Payroll Reporting:**
  - Understand the reporting requirements of the Payroll Dept. and management team and utilize system functionality to create payroll reports, improve processes and analyze payroll variances.
  - Drive continuous improvement through trend reporting analysis, and metrics management.
- **Project Management:**
  - Lead and/or assist with the development, management, and participation on project teams.
  - Identifies, tracks, monitors and communicates on project-related issues, scope changes, variances and contingencies that occur during the course of projects. Monitors project work to ensure that progress is maintained within expected guidelines and is completed on a timely basis.
- **Payroll Audit:**
  - Performs regular audits to ensure the availability of complete and accurate system data and reports issued to individuals and members of the BKEP management team.
  - Responsible for ensuring system processes are operating according to established schedules and procedures.
  - Maintain reports that track open issues which affect payroll processing accuracy.
  - Assist with payroll audits and quarterly and year-end reconciliations.
- **Processing/Other:**
  - Serve as Payroll contact with various departments throughout the company, and external to the company for activities including system updates, upgrades, conversions, and reporting.
  - Responsible for processing of payroll when needed.

REQUIREMENTS

- Bachelor's degree strongly preferred in Accounting, Finance, or HR.
- 3-5 years of payroll and/or compensation experience required.
- UltiPro experience strongly preferred.
- Advanced knowledge of Microsoft Excel and Business Intelligence Report Writer skills required.
- Excellent written and verbal communication skills.
- Demonstrate sound judgment and decision making skills.

Note: This job description reflects management's assignment of essential functions, it does not prescribe or restrict the tasks that may be assigned.

- Strong analytical and problem solving skills.
- Ability to work within established processing timeframes to complete tasks accurately.
- Demonstrated good judgment and discretion in handling confidential information.
- Organization skills with the ability to multi-task and be detail oriented.
- Ability to analyze complex payroll situations and make recommendations.
- Excellent math and analysis skills.
- Ability to work with individuals at all levels within and outside the company.
- Self-starter with the ability to work with minimal supervision in a team environment.

PHYSICAL / MENTAL REQUIREMENTS

- Requires considerable concentration and focus. It is subject to stress caused by a changing environment, diversity in the organization, tight deadlines and workload.
- Normal concentration/intensity, which includes prolonged mental effort.
- Normal memory, taking into consideration the amount and type of information.
- Normal complexity of decision making.
- Normal physical mobility, which includes movement from place to place on the job taking distance and speed into account.
- Normal physical strength to handle routine lifting and transporting of moderately heavy objects, such as computers and peripherals.

WORK ENVIRONMENT

- The duties of this position are typically performed in an office setting with normal ranges of temperature and a moderate to high level of office background noise. The majority of duties are performed while sitting at a desk. Communication typically occurs through face-to-face interaction, as well as via e-mail, telephone and written correspondence. This job also requires the ability to use other office equipment such as copier, fax machine, etc.
- Occasionally travel to meetings throughout the office and at other company office sites and client locations.
- Constantly work in a team environment, effectively and efficiently achieving goals, improving processes and resolving problems.

To apply for this position, please click on the following link:

https://rew31.ultipro.com/BLU1001/jobboard/NewCandidateExt.aspx?__JobID=1176

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