



## JOB DESCRIPTION

<b>JOB TITLE:</b>	<b>Spanish Bilingual Payroll Specialist</b>
<b>LOCATION:</b>	<b>Remote (Philippines)</b>
<b>WORK HOURS:</b>	<b>US Time zone</b>
<b>Summary</b>	<p>We are currently seeking a Spanish Bilingual Payroll Specialist to join us as an Independent Contractor. The ideal candidate will have expertise and skills in payroll management for Latin American regions (Argentina, Brazil, Colombia, Mexico) and experience in transitioning organizations to ADP Payroll systems. This role involves assisting with ADP Payroll system implementation and configuration, managing Payroll Administration, and ensuring the accuracy of Payroll MasterData. Your bilingual proficiency in Spanish and English will be essential for effective communication and support.</p>
<b>Responsibilities</b>	<ul style="list-style-type: none"><li>• Ownership of Payroll Administration tasks. Attend to all payroll related queries by the employees and business side. Escalate issues with payroll vendor.</li><li>• Ownership and management of the monthly payroll process improvements</li><li>• Resolving of all the obligations, discrepancies on payroll taxes by reviewing regional tax rules and regulations.</li><li>• Calculating geographical specific Tax rates and the like with an overview of geographically mandated benefits filed by the employees. Support the SOX Global compliance process, WHT payments and Superannuation as applicable.</li><li>• Responsible for the successful implementations of General Ledger Interface (GLI).</li><li>• Updating and ensuring accuracy of Payroll MasterData.</li><li>• Payroll Processing (Payroll Processing, Administration, Distribution and Banking)</li><li>• Payroll Accounting (GL Posting, Payroll Account Reconciliations)</li><li>• Payroll Taxation (Payroll Income Tax, Multi Work Taxation, International Taxation)</li></ul>
<b>Qualifications</b>	<ul style="list-style-type: none"><li>• Bachelor's Degree in a related field or equivalent in education and experience.</li><li>• 2-5 years of experience on Payroll operations and calculations for above mentioned regions. Customer focused payroll experience, preferred.</li><li>• Strong written and verbal communication skills both Spanish and English.</li><li>• Previous experience with SAP payroll systems preferably ADP Globalview, ADP Workforce Now, ADP Celergo, SAP SuccessFactors, and SAP S4 Hana.</li><li>• Excellent working knowledge of MS Excel.</li></ul>

	<ul style="list-style-type: none"><li>• Excellent Service Orientation skills, analytical skills, and expert problem-solving skills.</li><li>• Fundamentals of Payroll Certification (FPC) and Certified Payroll Professional (CPP) qualification desirable.</li></ul>
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