PEOPLE plus TECH

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JOB DESCRIPTION

JOB TITLE:	**Global Payroll Analysts (ADP)**
LOCATION:	**Remote (Philippines)**
WORK HOURS:	**US or APAC Time zone**
Summary	We at PeoplePlusTech are currently looking for Global Payroll Analysts to join as an Independent Contractor. Anyone with reference of helping North America (US and Canada), UK, Latin America (Argentina, Columbia, Mexico), APAC (Singapore, Australia) companies move to ADP Payroll and run/manage the same is our primary target with – geographical payroll experience and expertise. Help is needed on the ADP Payroll system implementation and configuration, on the Payroll Administration and on the Payroll MasterData accuracy. Your respective expertise will be screened and matched to any bucket above where you may fit best. This is a fully remote work and night shift schedule. We're forming an inaugural team in PH for this ADP Payroll implementation work.
Responsibilities	• Ownership of Payroll Administration tasks. Attend to all payroll related queries by the employees and business side. Escalate issues with payroll vendor. • Ensure compliance and control risk within the Payroll function including month-end reconciliations or super annuations. • Resolving of all the obligations, discrepancies on payroll taxes by reviewing Internal Revenue Service (IRS) codes and State regulations for US and applicable regulations for APAC regions. • Calculating Unemployment Insurance Tax rates with an overview of Unemployment benefits filed by the employees in preceding years for US regions. • Responsible for the successful implementations of General Ledger Interface (GLI). • Updating and ensuring accuracy of Payroll MasterData.
Qualifications	• Bachelor's Degree in a related field or equivalent in education and experience. • 2-5 years of experience on Payroll operations and calculations for above mentioned regions. Customer focused payroll experience, preferred. • Strong written and verbal communication skills. • Previous experience with SAP payroll systems preferably ADP GLI, ADP Payroll systems, Time, accounting practices, financial reporting and industry standard tools. • Excellent working knowledge of MS Excel. • Excellent Service Orientation skills, analytical skills, and expert problem-solving skills. • Willing to work fully remote on US or APAC day timezones. • Fundamentals of Payroll Certification (FPC) and Certified Payroll Professional (CPP) qualification desirable.