Juno Search Partner’s client in the King of Prussia, PA area seeks a Senior Payroll Resource with Canadian Payroll experience for a contract opportunity.

**Description:**
To manage data compilation, analysis, auditing, and report creation required to execute bi-weekly, semimonthly and monthly pay for Canadian and other non-US crew members and administer the US multi-state travel program as well as the global expatriate payroll, while maintaining compliance with applicable country specific and US Federal, State and Local payroll compliance regulations. Act as a consultant to Total Rewards CoE Teams globally and Tier 1 Total Rewards & Employee Data Management Transaction Center on the execution of global payroll implementation, administration and reporting.

**Duties & Responsibilities**

* Manages and supports the compilation of all relevant data provided through various sources, using Excel spreadsheets, Enterprise Interface Builder tools, Access databases, Third Party vendor tools and best practices while executing key controls for accurate loading of data to the payroll system. Interprets
pay data results for accuracy, identifying, troubleshooting, and maintaining data to produce complete, accurate pay results, or providing recommendations for correction. Reconciles with external partners and makes appropriate updates.
* Manages and administers all base-pay and non-base pay components including sales bonus, partnership, corporate giving campaigns, and corporate recognition, while maintaining compliance with applicable country specific and US Federal, State, and Local payroll compliance regulations. Works with
peers at third party vendors to ensure timely and accurate payments to crew.
* Maintains and shares comprehensive knowledge of the payroll system, system functionality, and calculation regulations in order to ensure appropriate application to crew payments. Provides consultative, ongoing support, guidance, and direction to management and peers, guiding toward self-provisioning as
appropriate. Documents procedural deliverables, including process workflows, key controls, execution instructions, timing of deliverable, and key stakeholders for all assigned functions.
* Research, analyze and resolve complex payroll and compensation-related issues, inquiries or discrepancies escalated by the Contact Center and other business partners. Provides advanced troubleshooting and problem resolution after identifying issues/trends in reports or source systems and
recommends enhancements to work-flows that will improve operational efficiency. Integrates new or existing technologies into work-flows, analyzes impact, prepares environment for change, communicates changes to all team members, and updates or creates new procedures or work-flows.
* Manages relationships with regional HR CoEs, Finance payroll vendors, funding banks and various tax jurisdiction offices, to ensure that crew payments are appropriately assigned.
* Provides consultative support to regional Support Center processors offering advice on handling complex transactions related to payroll and benefits.
* Performs testing for new requirements or enhancements of payroll systems; monitors and ensures data quality by using existing business knowledge to create test cases and reports that ensure data accuracy and completeness. Ensures change management to business partners and crew.
* Liaises with members of HR Payroll, Compensation Center of Expertise, Compliance, and external business partners and consultants to research problems thoroughly and identify root cause; provides or recommends action to be taken. Develops, produces and reviews processes to ensure that problems do
not recur.
* Participates in special projects and performs other duties as assigned.

**Qualifications**

* Undergraduate degree in a business related field of concentration or equivalent combination of training and experience. Advanced degree or professional certification (e.g., MBA, FPC, CPP) is a plus.
* Minimum of three years directly related to Canadian payroll processing experience. Previous payroll administration experience is preferred.
* Canadian payroll association certificate or Payroll Compliance Practitioner (PCP) designation preferred
* Knowledge of all applicable Canadian government rules and regulations,
* Knowledge of Canadian payroll policies and programs.
* Knowledge of Canadian payroll program compliance and reporting requirements.
* Sensitivity in working with confidential information.
* Proven teamwork capabilities.
* Excellent project management skills, including planning and organizational skills.
* Attentive to details and deadlines; ability to manage multiple initiatives.
* Ability to effectively work independently and identify when to engage others.
* Experience with multi-state and global payroll processing preferred

If interested in learning more about the role. Please contact Rose Jackson at Juno Search Partners.

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