

Job Description

Division: Human Resources & Communications

Location: King of Prussia, PA

Job Title: Payroll/T&E/HRMS Analyst – Long Term Consultant

SITUATION IN ORGANIZATION

(LIST THE TITLE TO WHOM THIS JOB REPORTS, DIRECT AND INDIRECT REPORTS (BY TITLE), MATRIX RELATIONSHIPS, ETC.)

Reports directly to the Lead HRMS and T&E with oversight from Manager Payroll Control

JOB DIMENSIONS

*(POSITION SUMMARY AND SCOPE OF ROLE: VOLUME, NUMBER OF SITES, ETC.) ** MAY INCLUDE CONFIDENTIAL INFORMATION (NOT TO BE SHARED ON JOB POSTINGS) ***

Analyst is responsible for supporting maintaining payroll, T&E and HRMS teams and systems. Assume primary responsibility for daily entry of employee data changes, response to employee inquiries, T&E expense report reviews, control of KOP non-exempt timesheets, running and distribution of reports and other support.

KEY ACTIVITIES AND RESPONSIBILITIES

(INCLUDE % OF TIME (USING RANGES) FOR EACH ITEM NEXT TO EACH ACTIVITY, TOTALING TO 100%; USE INCREMENTS OF 10% AND HIGHER; BALANCE OF SMALLER ITEMS CAN FALL INTO "OTHER DUTIES AS ASSIGNED")

Key responsibilities cover support of three separate functional areas plus general support :

Payroll Support

- Handle routine entry of routine payroll change requests (Banking, W4, Additional Payments/Deductions)
- Check bank daily for returns and changes and handle data/wires accordingly
- Handle electronic pay system password resets and access/registration issues
- Investigate/Research/Respond/Track all employee payroll inquiries
- Ensure KOP Kronos non-exempt timesheets are entered and verified prior to finalizing payroll
- Track KOP non-exempt employee approvers and back-up approvers
- Assist with Biweekly payroll close and result reviews
- Handle post-payroll processing A/P wire and check support documentation
- Send post-payroll processing general ledger details to non-SAP Accounting companies
- Run and distribute payroll and accounting reports as necessary utilizing available reporting tools
- Maintenance of Unemployment contact lists and Garnishment/Wire/Checks tracking
- Handling Department Daily Mail/cash receipts of any incoming employee repayments
- Opportunity to handle more Accounting-related responsibilities with the proper skill set

T&E Support

- Review T&E Expense Reports/Receipts on daily basis
- Assist users with Concur T&E issues and advise employees on T&E policy
- Handle Cashpooler T&E funding approval submissions
- Conduct audits and T&E system maintenance (approval levels, approvers, etc)
- Approve Citibank applications – daily check but approval as needed
- Terminate Citibank cards – as termination notifications received
- Run T&E and Corporate Card related reports

HRMS Support

- Assist with eform workflow and questions
- Perform regular audits of HRMS, eforms vs SAP actions, bonus plan, pay statement and other data
- Enter address and emergency contact changes
- Send out Welcome Letters
- Control file room including filing, organizing and archiving

Other Support

- Review and completion of Uconfirm employment verifications
- Send out Welcome Letters
- Complete PA new Hires and SS# verification
- Send completed Education Assistance forms to A/P for processing
- Complete Gift Card and Commuter Benefit payroll processing uploads
- Process ADP and Concur invoices
- Assist in special projects as required including acquisitions and divestitures
- Schedule and coordinate interdepartmental meetings

CONTEXT AND ENVIRONMENT

(INCLUDE % TRAVEL, IF APPLICABLE; THREE HES REFERENCES BELOW ARE REQUIRED ON ALL DESCRIPTIONS; SITE MAY HAVE ADDITIONAL HES REFERENCES; FOR PHYSICAL DEMANDS REFER TO THE JOB DEMAND FORM FOR THIS ROLE)

- Must input data into SAP HRMS modules timely and accurately, and understand the impact of this input to other HR processes (such as payroll, benefits, metrics and reporting).
- Requires knowledge of HR policies/procedures, and an understanding of the interrelationship between those policies/procedures and SAP HRMS.
- Must be able to respond timely and effectively to inquiries from all levels of Company personnel.
- Need to prioritize calls and requests.
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REQUIRED EDUCATION/QUALIFICATIONS /WORK EXPERIENCE

(INCLUDE DEGREE ATTAINED AND SPECIALTY OF EDUCATION, CERTIFICATIONS/LICENSES, YEARS AND TYPE OF RELEVANT EXPERIENCE, SYSTEMS PROFICIENCY, ETC.)

- High School degree is required, but an Associates degree is preferred
- Four years of experience in either an HR or other corporate environment is required.
- Trained and proficient in the principles, practices and standard of HR Administration.
- Familiarity with and working knowledge of human resources processes is required.
- Experience with computerized systems is required
- Experience and proficiency with SAP is highly preferred.
- Experience and proficiency with Concur T&E is preferred.
- Ability and willingness to learn new systems and processes, especially HR processes and SAP HR processes is required.
- Data entry experience is preferred.

DEMONSTRATED COMPETENCIES *(DESCRIBE BEHAVIORS NECESSARY FOR ROLE)*

- Must be results-oriented and be able to react quickly and effectively to changing situations.
- Strong time management and organizational skills.
- Strong attention to details and accuracy
- Effective written and verbal communication skills
- Demonstrated ability to work with independently as well as a part of a diverse team
- A sense of urgency and a proactive approach to addressing issues is expected.

The Company reserves the right to change individual job content and this template at any time.

Please send your resume to Rene O'Connor at rene.oconnor@arkema.com and Murray Apatoff at murray.apatoff@arkema.com for consideration.