**CONTACT: CLIFF MILLES, LEAD TECHNICAL RECRUITER, SUNGARD AS**

**484-582-4935** [**cliff.milles@sungardas.com**](mailto:cliff.milles@sungardas.com)

**Link to apply:** <https://chm.tbe.taleo.net/chm02/ats/careers/requisition.jsp?org=SUNGARDAVAILABILITY&cws=1&rid=17689>

**Sungard AS**

Payroll Coordinator

Location: Wayne, PA

This position coordinates the daily payroll administrative and processing functions of Sungard AS (North America) with a focus on exceptional service, regulatory compliance, and cost management. This position will also serve as backup to the Team Lead – Payroll for a variety of payroll duties as assigned.

**Responsibilities:**

1. Responsible for the accurate and timely collection, input, reconciliation and distribution of semi-monthly payroll for approximately 1,100 US and Canadian employees
2. Assist employees with iPay and eTime-related questions
3. Handle payroll change requests using the ADP Payforce system including tax filing status, W4, local and state tax change, etc.
4. Calculate retroactive or partial payments for new or terming employees and for mid-cycle rate changes
5. Handle special payment requests including bonuses, EIC’s, commissions, car allowances, adjustments, gross-ups, etc.
6. Handle maintenance requests related to payroll deductions including medical, dental, 401(k), life insurance, LTD, ESPP, garnishments, liens, etc.
7. Process accounts payable requests for Vanguard, taxes, Industrial Alliance, etc.
8. Prepare requested ad-hoc reports from the ADP payroll or eTime systems.
9. Handle unemployment claims
10. Handle internal reporting
11. Handle payroll related phone calls and correspondence
12. Handle employment verifications
13. Process Taxable Fringe Benefits
14. Verify the accuracy of all changes entered in employee maintenance or payroll processing
15. Answer questions regarding overtime calculations and payments
16. Cross-train with the Team Lead – Payroll on a variety of payroll duties, as assigned, to develop skills and be able to provide coverage for those duties
17. Work supportively with colleagues, operating in a collegiate manner at all times and in line with the Company’s values.

**Profile:**

* 2-4 years’ experience in payroll administration. Essential.
* BS degree or equivalent work experience. Essential.
* Proficient with Microsoft Office. Essential.
* Ability to think outside the box, understand the implications of the work being completed, and make best practice business decisions. Desirable.
* ADP Payforce and ADP eTime experience a plus. Desirable.
* Well-developed analytical, interpersonal and communication skills necessary to work effectively with customers and vendors. Essential.
* Excellent customer service and problem-solving skills. Essential.
* Ability to effectively organize, prioritize and complete projects, while working with minimal supervision. Essential.
* Detail-minded and organized with the ability to work on many varied tasks under time pressures. Essential.
* Proven ability to maintain strict confidentiality of sensitive information. Essential