

Johnson Matthey Payroll Specialist – Wayne, PA

Johnson Matthey ('JM') is a global leader in science that enables a cleaner and healthier world. With over 200 years of sustained commitment to innovation and technological breakthroughs, we improve the function, performance and safety of our customers' products. Our science has a global impact in areas such as low emission transport, pharmaceuticals, chemical processing and making the most efficient use of the planet's natural resources. Today more than 14,000 Johnson Matthey professionals collaborate with our network of customers and partners to make a real difference to the world around us.

Responsible for the timely and accurate processing of payroll (weekly and bi-weekly) for multiple locations within Johnson Matthey. This would include collection, review, input, edit and verification of all payroll data.

Key Responsibilities

- Ensure that employee payroll is processed accurately and timely
- Review payroll reports and timesheets for correctness before payroll transactions
- Ensure that employee payroll processing is in compliance with federal and state laws
- Assist in payroll accounting, transactions, reporting, stop payments and other operations
- Oversee salary changes, compensations, deductions, bonus, vacations payouts, and benefits for employees
- Assist in payroll and timesheet audit activities
- Respond to payroll queries from employees in a timely manner
- Analyze payroll issues and recommend corrective actions
- Maintain employee payroll records and timesheet data for future references.
- Review the preparation of all pay increases, retroactive pay, W-2 / W-4 adjustments, direct deposit changes, and local township tax maintenance
- Support Human Resources to assist with troubleshooting to resolve issues in the time and attendance schedules, PTO and other benefits for their employees
- Administer all functions (collection, distribution, funding, problem solving) of employee garnishment, bankruptcy, child support, tax levy, PHEAA, or IRS payments to appropriate collection agency
- Pay in accordance with Union contract pay rules which includes: union dues, holiday/vacation pay, lump sum payments, pay increase, jury duty, bereavement pay

- Establish and maintain positive working relationships with employees and coworkers at all levels of the business
- Continually strive to improve time and attendance and payroll processing; make recommendations for change as needed
- Other duties as assigned or required
- Responsible for remaining current on new legislation and regulatory ruling impacting payroll
- Oversee and maintain data integrity in HRIS/Payroll systems
- Resolve issues by providing root cause analysis and corrective action for all non-routine situations regarding payroll

Are you the ideal candidate?

- 4 to 5 years of experience administering Payroll operations
- Extensive operation knowledge of and experience with ADP payroll software
- Experience with time and attendance systems (Kronos or eTime preferred)
- Working knowledge of HRIS – ADP Enterprise and report writing systems
- Experience processing multi-state payroll with 2700+ employees for exempt and non-exempt employees
- Ability to use analysis to resolve complex payroll issues
- Ability to calculate checks either manually or through payroll software
- Experience with international payroll
- Proficient operating knowledge and experience using MS Excel
- Working experience of payroll tax at the federal, state, and local levels
- Knowledge of Canadian payroll laws

If interested, please apply using the link below:

<https://chu.tbe.taleo.net/chu01/ats/careers/requisition.jsp?org=JOHNSONMATTHEY&cws=1&rid=10387>

Please feel free to reach out to the following directly with any inquiries:

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