

Payroll Supervisor

Recruiter: Daysha Moes (Primary)

Location: King of Prussia

What makes us Qlik

Qlik helps enterprises around the world move faster, work smarter, and lead the way forward with an end-to-end solution for getting value out of data. A Gartner Magic Quadrant Leader for 11 years in a row! Our platform is the only one on the market that allows for open-ended, curiosity-driven exploration. It gives everyone – at any skill level – the ability to make real discoveries that lead to real outcomes and transformative changes. We are a Values-Driven organization, operating over 100 countries with 45,000 customers around the world. If you think we are interesting, please read on – we may be looking for you!

The primary role of the Payroll Supervisor is to:

- Be responsible for oversight of Qlik’s US payroll team. This team is responsible for the payroll processing for entities in the Americas and Asia-Pacific regions (approximately 12 countries).
- Coordinate closely with Qlik’s global payroll partner (ADP) to ensure adequate planning of the Company’s payroll calendar.
- Coordinate with local service providers to ensure timely processing of payroll.
- Day to day manager for the King of Prussia payroll team currently comprised of two payroll specialists.
- Plan monthly payroll processing to ensure the payroll workload is adequately balanced across payroll team members to maximize productivity and efficiency.
- Be responsible for the submission of 4 to 5 country payrolls which will consist of compiling all payroll input data from various sources (Workday, commission payments, etc.) and submitting payroll to ADP via ADP Streamline or Celergo.
- Partner with various functions within the organization such as Culture & Talent, Accounting, IT, etc. to improve and standardize payroll processes.
- Remain current on local payroll laws for countries with a significant employee presence in order to maintain compliance with country regulations.
- Keep abreast of the payroll processing system and changes in wage and tax laws.
- Report to the Qlik Global Payroll Manager located in Lund, Sweden on a regular basis to provide updates on the US payroll team’s progress and overall status of payroll submission.

- Competencies and skills:
 - Prior experience in international payroll is essential.
 - Solid understanding of payroll and payroll tax laws is a must.
 - Ability to organize work, engage in a variety of tasks simultaneously and consistently meet deadlines.
 - Ability to deal with difficult situations involving sensitive and confidential employee issues.

- Well developed analytical and problem solving abilities.
 - Ability to communicate with all levels.
 - Proficiency in Word, Excel and ADP.
 - Good time management skills.
 - Strong attention to detail.
 - Work well in a team environment.
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- Experience and qualifications
 - Minimum of 5 to 10 years of payroll experience.
 - Bachelor's degree.

About Qlik:

- Competitive Benefits package
- Flexible working environment
- Giving back is a part of our culture – we give you a day to change the world. In addition, we encourage our employees to participate in our Corporate Responsibility Employee Programs
- Check out our company page on LinkedIn!
- Follow us on Instagram @lifeatqlik and @Qlik
- Check us out on YouTube!
- Check us out on themuse.com for employee testimonials!

Qlik is an Equal Opportunity Employer and does not discriminate on the basis of any protected category or characteristic. We value the diversity of our workforce. If you need assistance due to disability during the application and/or recruiting process, please contact us via the Accessibility Request Form.

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Please contact Jane.McHugh@qlik.com to apply.