



<b>Form Name:</b>	Job Advertising Template
<b>Department:</b>	Talent Acquisition
<b>Form Code:</b>	IKO-TA-JAT-I-002-V1
<b>Creation Date:</b>	20-July-2021
<b>Next Review Date:</b>	20-July-2023

## JOB ADVERTISING TEMPLATE

### US Payroll Specialist

**Location:** Wilmington, DE

**Department:** Payroll

**Type:** Full-time

**Experience Level:** Associate level

**IKO Industries Ltd.** is a market leader in the manufacturing of roofing and building materials. IKO is a Canadian owned and operated business with production facilities worldwide and has many years of unparalleled success in the roofing materials industry.

Quality, integrity, and trustworthiness are the values that underlie this success, and we have built this company by hiring people who hold these values. People like you!

This **Payroll Specialist** is responsible for paying union and non-union hourly and salary employees across various pay schedules accurately and on time ensuring all payroll and accounting related tasks are completed by due dates.

### WHAT'S IN IT FOR YOU?

- Competitive salary
- Competitive health and benefit plan
- Competitive matched retirement savings program
- The opportunity to join a continuously growing organization with focus on Diversity and Inclusion
- The opportunity to work with an industry leader in manufacturing

### WHEN YOU JOIN US YOU WILL BE:

- Processes weekly, bi-weekly and semi-monthly payrolls for several manufacturing facilities across the United States including salary employees, union/non-union hourly employees and students.
- Manages complicated pay exceptions, bonus and incentive payments, retroactive payments, error resolution and complex problem solving for payroll, time management and financial reporting.
- Maintains a high degree of confidentiality relative to personal data, compensation data and employee benefits information.
- Ensures integrity, consistency and reliability with regards to information entered in the HRIS system.
- Prepares payroll journal entries by pay period for all payrolls.
- Generates various management reports monthly/quarterly e.g. headcount and turnover for Accounting and Plant Management.
- Processes various remittances – garnishments, union dues, 401K contributions, group insurance invoices, etc.
- Provides banking details to MDM team for employee expense reimbursements.
- Research issues and promptly resolves internal and external inquiries.
- Supports all internal and external audit requirements.
- Assists Payroll Manager with year-end balancing and reporting.
- Works within various government legislation, Collective Bargaining Agreements and Company Policy and ensures company is in compliance.



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#### **OUR IDEAL CANDIDATE:**

- High school diploma required or GED, degree preferred
- CPP Payroll Designation through American Payroll Association
- 3-5 years' experience in an automated payroll environment
- Practical experience with Kronos time & attendance and third-party payroll systems required (ADP WFN preferred)
- Experience with Workday HCM strongly desired
- Knowledge of government legislation/regulations and benefit administration practices are required
- Must be able to adhere to multiple strict deadlines
- Must be able to handle multiple states and pay schedules
- Excellent interpersonal and communication skills
- Excellent analytical and presentation skills, detail-oriented, strong critical thinking skills
- Proficient in Microsoft office including Outlook, Word and Excel
- Ability to work with all levels of an organization including leadership, plant site HR Coordinators, Human Resources, Accounting, outside vendors/agencies, ADP, Kronos, IRS, and state government bodies.

#### **WORK AUTHORIZATIONS AND TRAVEL:**

- Must be authorized to work in the United States of America

IKO Industries Ltd. is an equal opportunity employer. We are committed to diversity and inclusion and are pleased to consider all qualified applicants for employment without consideration to race, religion, creed, color, national origin, age, gender, sexual orientation, marital status, veteran status or disability. IKO Industries Ltd. encourages and welcomes applications from people with disabilities.

Accommodations are available on request for candidates taking part in all aspects of the selection process.

[https://iko.wd3.myworkdayjobs.com/IKO\\_Careers/job/Wilmington-DE/US-Payroll-Specialist\\_REQ-03766](https://iko.wd3.myworkdayjobs.com/IKO_Careers/job/Wilmington-DE/US-Payroll-Specialist_REQ-03766)

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