**This is a Remote Position!**

**Position Summary – Analyst Payroll Audit and Compliance**

The Analyst Payroll Audit and Compliance at TeamHealth and is responsible for identifying compliance related issues and working with legal and outside counsel to determine the best course of action.  This position will assess, analyze and manage any corrective actions that results from payroll audits and compliance monitoring

**Reporting Relationship**

**Reports To:** Director Payroll and Compensation Administration

**Supervisory Responsibilities:** None

**Job Duties and Responsibilities**

* Works with legal and outside counsel to determine the best approach to compliance related issues. Recommends the best course of action to correct identified issues.
* Works with internal stakeholders across the business to identify, assess, report, track, and remediate risks and support the development of risk mitigation strategies.
* Performs operational reviews on compliance-related processes and systems.
* Responsible for managing corrective actions that results from internal and external audits, compliance monitoring, and other identified compliance issues.
* Partners with business leaders to develop corrective action responses, identifies required documentation, sets remediation timelines and monitors through to closure.
* Maintains the audit and compliance channel.
* Develops and delivers change communications for projects and initiatives.
* Develops defined, repeatable data and processes that are aligned with SOX and audit standards; track exceptions, outliers and over payments.
* Acts as the first level point of contact for KPMG inquiries.
* Manages the KPMG audit process cycle related to clinician compensation and participates in corporate audits.
* Monitors compliance of pay frequency, paystub requirements, FLSA guidelines, regular rates of pay, garnishments and deductions.
* Continuously monitors, reports on and analyzes all compliance related issues and emerging regulatory mandates.
* Provides stakeholders with awareness of payroll related guidelines, policies and regulations.
* Researches BNA regarding regulatory and compliance reporting changes to Legal and VP Clinician Compensation.
* Other duties as assigned.

**Education**

Bachelor’s degree in business, finance or accounting required.  Equivalent experience may be considered in lieu of the degree requirement.

**Experience**

Five to eight years of payroll experience required.  Previous payroll audit and compliance experience preferred.

**Licensures and Certifications**

None.

**Knowledge, Skills and Abilities**

* Excellent organizational skills.
* Excellent oral and written skills
* Advanced problem-solving skills
* Ability to work in a team environment.

**Physical Requirements and Working conditions**

* Job performed in a remote setting
* Occasional carrying/lifting (10 pounds or less)
* Occasional bending/stooping/reaching/standing
* Moderate stress level
* Prolonged work on a PC/Computer

**Apply**

<https://www.teamhealthcareers.com/en-US/job/payroll-analyst/J3S1PG6DFV9KRFHRTTD>

**Disclaimer**

The above list of duties is intended to describe the general nature and level of work performed by people assigned to this classification. It is not to be considered as an exhaustive list of duties performed by the people so classified, nor is it intended to limit or modify the right of any supervisor to assign, direct and control the work of employees under his/her supervision.