

**Deloitte Services LP: Payroll Controls and Expenses Analyst, Payroll Control & Solutions Team
Hermitage, TN (on-site)**

Are you a detail-oriented individual seeking a new opportunity to leverage your problem-solving skills with a great organization? If so, we are looking for a Payroll Controls and Expenses Analyst to support the US Firm's bi-weekly payroll process and employee/vendor expense reimbursements.

The Payroll Control & Solutions (PCS) Team is part of the larger Payroll and Personnel Solutions organization. The PCS team is responsible for providing support for critical payroll functions, internal controls, administering non-payroll related compensation payments, payroll reporting and much more.

Work you'll do

- Support the US Firm's bi-weekly payroll process as well as expense reimbursements.
- Execute settlement of expense reimbursement payments for both employees and outside vendors (American Express). Resolve payment rejection issues, research discrepancies, and administer final expense payments.
- Research and validate large biweekly payroll payments; distribute reports to the Payroll Managing Director and Chief Accounting Officer.
- Evaluate firm-wide payroll payment files for accuracy and manage distribution to the bank; research and report any variances. This process is performed daily for electronic payments as well as checks.
- Record cash receipts for employee and vendor payments.
- Analyze and reconcile employee expense activity between Time & Expense and the General Ledger.
- Submit vendor invoices for payment through the Accounts Payable system.
- Prepare journal entries and assist in reconciling Payroll Control balance sheet accounts.
- Perform payroll systems support and Deloitte Time and Expense (DTE) testing.
- Work closely with and provide support for Retirement, Pension and Profit-Sharing Plans financial management. Coordinate with other groups within the organization, such as: Information Technology, Accounts Payable, Policy & Compliance, Relocation, Payroll Taxes, Payroll Processing, and other teams.

The successful candidate will possess:

- Manage highly confidential information with the utmost discretion adhering to the firm's [Confidentiality and Privacy](#) policies.
- Effective problem solving, interpretive, and analytical skills.
- Ability to meet strict accounting and payroll deadlines with accuracy.
- Excellent oral and written communication skills.
- Ability to work without being supervised, and capable of prioritizing tasks. Seek guidance from leaders when necessary.
- Experience fostering productive and collaborative work environment with teams and forming partnerships with internal customers and stakeholders.
- Strong ability to research expense reimbursement variances and provide resolution for internal clients.

How you'll grow

At Deloitte, our professional development plan focuses on helping people at every level of their career to help them to identify and use their strengths to do their best work every day. From entry-level employees to senior leaders, we believe there's always room to learn. We offer opportunities to help sharpen skills in addition to hands-on experience in the global, fast-changing business world. From on-the-job learning experiences to formal development programs, our professionals have a variety of opportunities to continue to grow throughout their career.

Qualifications

Required:

- This role is an essential function located in the Hermitage, TN office (Nashville). In-office attendance is necessary to support teamwork, face-to-face interaction with payroll staff, and working with items or equipment that are at the employer's place of business.
- Demonstrate problem solving abilities and strong customer service skills to monitoring and resolving inquiries received in multiple internal emailboxes. Provide timely responses involving expense details, reporting, policy and compliance, taxable expenses, payroll processing, etc.
- Work with internal teams (Technology, Payroll Processing, Accounts Payable, Policy & Compliance and Payroll Accounting) to resolve system issues and improve processes. Perform annual testing of payroll software.
- Perform other job-related duties as assigned.

Required:

- 2+ years of Payroll or Accounts Payable experience and/or
- 2-year college degree in Accounting or equivalent experience.

Preferred:

- Proficient in Microsoft Excel.
- MS Access, MS Teams and SAP experience is a plus but is not required.

Benefits

At Deloitte, we know that great people make a great organization. We value our people and offer employees a broad range of benefits. [Learn more about what working at Deloitte can mean for you.](#)

Deloitte's culture

Our positive and supportive culture encourages our people to do their best work every day. We celebrate individuals by recognizing their uniqueness and offering them the flexibility to make daily choices that can help them to be healthy, centered, confident, and aware. We offer well-being programs and are continuously looking for new ways to maintain a culture where our people excel and lead healthy, happy lives. [Learn more about Life at Deloitte.](#)

Corporate citizenship

Deloitte is led by a purpose: to make an impact that matters. This purpose defines who we are and extends to relationships with our clients, our people, and our communities. We believe that business has the power to inspire and transform. We focus on education, giving, skill-based volunteerism, and leadership to help drive positive social impact in our communities. [Learn more about Deloitte's impact on the world.](#)

Recruiter tips

We want job seekers exploring opportunities at Deloitte to feel prepared and confident. To help you with your interview, we suggest that you do your research: know some background about the organization and the business area you're applying to. [Check out recruiting tips from Deloitte professionals.](#)