

## **Payroll Analyst**

Finance & Administration, part of Deloitte Services LP, is responsible for carrying out a variety of internal support responsibilities in terms of financial oversight and workplace operations. Our Financial Support Services and Workplace Experience teams provide the expertise, support, tools, and resources that enable our businesses to get their jobs done better, faster, and more efficiently.

### **Work you'll do**

Gathers and organizes information to ensure that related payroll accounts are correct and reported to all required governmental agencies. Reviews and ensures accurate computation of pay and interprets company policies and government regulations affecting payroll procedures. May coordinate payroll with outside service provider. May specialize in all payroll related issues concerning expatriate employees.

- Reviews, calculates, compiles, processes and documents employee related garnishment orders.
- Collaborate with Accounts Payable team regarding data, format, and timing needed to produce third party payments.
- Analyzes daily the record systems making corrections for exceptions and system errors.
- Makes required deposits from employee tax withholdings, benefits and other required employer payments. Files, reports, and deposits funds on time and accurately.
- Makes corrections to tax documents and re-submits forms when needed.
- Validates records between data record systems and performs system testing. Recalculates records on a scheduled timeframe and on ad-hoc basis.
- Resolves questions and issues regarding payroll, allowance, and expense activity.
- Discusses payroll matters with employees. Interactions with taxing authorities.
- Performs other job-related duties as assigned.

### **The Team**

Payroll Processing is a specialized team within the Payroll organization of Finance that manages firm-wide bi-weekly payroll processing and second tier call center support for over 60,000 employees (the team works in the office on a regular basis).

Major activities include:

- Bi-weekly payroll processing
- Garnishment review and entry
- Payroll reporting
- Systems test environment support - IT testing
- Project Support
- Journal entry and preparation
- Payroll and support
- Acquisitions and divestitures support
- SAP systems data entry

## **Qualifications:**

- Associates Degree or minimum of 2 years' experience in payroll, human resources, and benefits
- Garnishment, Child Support Processing knowledge
- Detail oriented person capable maintaining confidentiality
- Team player, easily adaptable to change
- Must have excellent verbal and written communication skills
- Basic to Intermediate Microsoft Office skills
- Intermediate knowledge of payroll processing systems
- SAP systems knowledge preferred

## **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.

## **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.](#)