Senior Payroll Analyst
Global Business Services/US People Service Operations
Nashville, Tennessee

AkzoNobel has a passion for paint. We're experts in the proud craft of making paints and coatings, setting the standard in color and protection since 1792. Our world class portfolio of brands – including International, Interpon, Sikkens and Chemcraft – is trusted by customers around the globe. Headquartered in the Netherlands, we are active in over 150 countries and employ around 35,000 talented people who are passionate about delivering the high-performance products and services our customers expect.

In North America, we've been producing innovative, high-performance coatings since 1888. Today, you can find AkzoNobel's products supporting industries ranging from aerospace to consumer electronics, infrastructure, transportation, home décor, furniture and marine vessels. With a regional headquarters in Nashville, Tennessee, AkzoNobel's North America operation includes 3,500 employees at more than 30 manufacturing sites, technology labs and business offices.

Job Purpose

To pay United States and Canadian employees accurately and timely. Provide stellar customer service to employees at all levels. Deliver on commitments to employees and Global Business Services Team co-workers.

Responsibilities

- Administration of payroll systems and databases to ensure payrolls are accurate and on time
- Troubleshooting of problems or issues arising in daily processing or supporting implementation and testing of changes resulting from new legislation or system upgrade
- Accurately administer assigned processes and specialized payroll responsibilities and organize workflow
- Review payroll data entry requests for accuracy and adequate approvals
- Process, interpret, and maintain proper documentation in adherence with established policies and guidelines which are aligned with internal controls and audit requirements
- Ability to calculate gross to net or net to gross type payments and perform other complex calculations and analysis
- Prepare manual off-cycle requests and ensure proper approval is received; prepare accounts payable requests as needed including vendor setup and purchase order creation and submission
- Complete periodic reports/payments for employer-related state/province tax and insurance funds
- Support reporting for audits and requests from internal customers
- Interact with both internal departments and external agencies and vendors
- Review routine changes by People Services and/or People Managers to ensure accuracy and appropriate processing during payroll cycle
- Resolve incoming Service Now cases (simple to moderately complex) through troubleshooting, research and communication with third parties as necessary in a timely manner to ensure Service Level Agreement compliance; document resolution within cases in detail and escalate more complex issues as appropriate
- Responsible for payroll tax activities including compliance with local, state, and federal regulations. Work closely with third party vendor tax filing service to ensure all tax notices are tracked and addressed in timely manner
- Oversee the reconciliation and reporting of tax liabilities; respond to questions and special requests from employees and third parties as appropriate; research changes to laws and regulations regarding taxes and payroll withholding procedures

- Responsible for all processes involved in Canadian Payroll. Includes assisting with processing of bi-weekly payrolls and payment of federal and provincial tax and workers comp agencies; production of Record of Employment forms and processing and documentation of all year-end activities. General Ledger reporting and reconciliation of out-of-balance entries as required

Qualifications

- Bachelor's Degree in related field or equivalent experience
- 5 years' experience with payroll processing in a multi-state/ multi-frequency environment; 3 years of payroll tax experience.
- Recent Canadian Payroll experience required
- Knowledge and understanding of payroll tax regulations, common pay practices, recordkeeping and reporting
- Ability to analyze problems and identify solutions as well as perform root cause analysis for documentation and communication
- Customer Focus Skills: Proposes ideas and alternatives to resolve issues, responds in a positive manner to questions; employs courtesy and tact in all customer exchanges
- Good working knowledge of Microsoft Office with proficiency in Excel. Experience with SAP and PeopleSoft is desired.
- Detail-oriented, well-organized; high degree of accuracy and dependability
- Excellent verbal and written communication skills
- Able to work effectively both in a team environment and independently with minimal supervision
- Certified Payroll Professional certification a plus

About AkzoNobel

AkzoNobel is an equal opportunity employer. In accordance with applicable laws, we prohibit discrimination against any applicant or employee based on any legally-recognized basis, including, but not limited to: race, color, religion, sex (including pregnancy, lactation, childbirth or related medical conditions), sexual orientation, gender identity, age, national origin or ancestry, citizenship status, physical or mental disability, genetic information (including testing and characteristics), veteran status, uniformed servicemember status or any other status protected by federal, state or local law.

Contact Information

Interested candidates may apply online at www.akzonobel.com/careers. Please use keyword 4752.

Please contact Vanessa Sevier, Talent Acquisition Partner, via telephone at (629) 208-2427 or via e-mail at vanessa.sevier@akzonobel.com if you have any questions.

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