**SMC Payroll Analyst**

**Are you detail oriented, even when multi-tasking? Do you have Fluent or Native Spanish or Portuguese language skills? Do you have strong analytical skills? Do you enjoy working with global clients? We are looking for someone like that who can help us:**

**-Support the payroll operations function including accurate execution and support for internal and external payroll reports/audits for our Americas Small & Medium Countries (LatAm and Caribbean )**

**-Support ad-hoc analytical requests such as gross up calculations, withholding calculations, overtime calculations, etc.**

**-Offer guidance on process area methods and assemble, verify and handle data input and other transactions**

**-Working on a full range of payroll activities to support timely and accurate processing of all payroll related operations, including local, state and federal regulations, as well as internal and finance guidelines for the company and payroll team.**

**-Work with other teams in HR Service Delivery, Benefits, Compensation and Finance providing excellent service to our employees and internal clients**

**-Perform in-depth investigations and analysis to determine the root cause of each problem in order to identify gaps and go forward solutions.**

**-Fulfilling payroll tax audits and inquiries conducted by tax authorities.**

**Your team :**

**You will be working in the America’s Payroll Service Delivery team in Nashville, TN, providing services to employees across the Americas Region, including our Small & Medium Countries.**

**Your experience and skills :**

**You have:**

**-Native or Fluent Language skills in Portuguese or Spanish are a requirement.**

**-Experience working with international teams preferred**

**-A Bachelor’s degree in business administration, finance, accounting or a related field.**

**-Knowledge of payroll practices**

**-Advanced Microsoft Office skills**

**-Strong analytical, problem-solving and synthesizing skills**

**-Ability to quickly garner knowledge around payroll tax including federal, state, and local laws and regulations**

**-Knowledge of gross to net payroll calculations and processes**

**-Ability to create and run reports and perform detailed analysis**

**You are:**

**-Passionate about the client experience with strong interpersonal skills**

**-Comfortable working independently, as well as in a team oriented, collaborative environment**

**-A good communicator and know how to professionally speak with people at all levels**

**-Self-motivated with a results-oriented approach to daily tasks.**