

# EvenCricket

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<b>Job Title:</b>	<b>Workday Payroll Analyst</b>
<b>Job Description:</b>	<p>As a tax analyst you will be responsible to find tax solutions to complicated issues or fixing errors from incorrect tax filings, able to handle monthly tax reconciliations, quarterly tax filings, annual tax filings and assisting in year-end tax forms in Workday. You will also assist the payroll team to make sure that systems and processes correctly compute and record time, earnings, employee benefits, special deductions, mandated benefits, taxes, garnishments and other items that affect net pay and/or company liability. Additionally, you will process end-to-end payroll processes on a semi-monthly and bi-weekly basis including Workday /ADP interfaces, equity, overtime and retro pay calculations, batch verifications, gross-to-net checks, bank interfaces and 3rd party benefit updates.</p>
<b>Specific responsibilities:</b>	<ul style="list-style-type: none"><li>- Strong knowledge in Multi-State Payroll Processing.</li><li>- Establish communications between Payroll Provider, Tax agencies and Payroll department to work with and balance payroll taxes.</li><li>- Workday Payroll processing and interface with payroll provider, ADP Smart Compliance</li><li>- Able to reconcile payroll taxes at the employer and employee level by reviewing payroll tax reports</li><li>- Assist in preparing and filing quarterly payroll tax filings and making corrections as needed</li><li>- Provide information and assistance related to payroll tax, both internally and externally</li><li>- Handling federal, state, and local year-end activities and yearend tax forms.</li><li>- W-2C balancing and processing as needed.</li></ul> <p>Meets all government reporting requirements for payroll taxes, withholding and employer contributions.</p>

	<ul style="list-style-type: none"> <li>- Participate in projects and research that relates to payroll tax compliance/production.</li> <li>- Updating, monitoring and submitting tax notices to either Payroll Provider, prior to end of the year, or tax agencies for current year for researching and filing.</li> <li>- Monitoring, updating and maintaining all state SUI tax rates, making sure they are received from the states and submitting to payroll provider for updating into systems.</li> <li>- Handling leave of absence payments</li> <li>- Develops, maintains, updates and communicates organization-wide payroll policies and processes regarding earnings, deductions, time keeping as well as government compliance reporting.</li> <li>- Apply strategic thinking to eliminate manual processes and reduce overall processing time.</li> <li>- Produce analytics to improve overall efficiency.</li> <li>- Working hand in hand with Citrix Workday Practice, HRIS, Benefits, Compensation on projects including changes in configuration to earnings, deductions, benefits, including testing and deployment.</li> </ul>
<b>Qualifications:</b>	<ul style="list-style-type: none"> <li>- SME in US payroll taxation</li> <li>- Strong knowledge of taxes, reporting requirements, laws and payroll functions</li> <li>- Excellent organizational, multi-tasking, communication, and prioritizing skills</li> <li>- Three or more years of demonstrated expert-level proficiency in Workday Payroll and Time Tracking.</li> <li>- Bachelor's degree in Accounting or Human Resources or Business plus 5+ years of payroll experience inclusive of analysis, reporting, process improvement/project initiative work.</li> <li>- Strong knowledge of ADP Tax Compliance solution a plus</li> <li>- Canadian payroll processing experience preferred</li> <li>- Certified Payroll Professional (CPP) designation desirable</li> <li>- A business driver and a creative/strategic thinker with strong analytical, financial and system skills required.</li> <li>- Proactive, exhibit continuous improvement and an ability to affect change</li> <li>- Well-organized, extreme attention to detail and a self-directed individual</li> <li>- Experience working at a high level of professionalism where you are able communicate, both oral and written, with various level of management</li> </ul>

	<ul style="list-style-type: none"> <li>- You have the ability organize, coordinate projects, manage a large amount of detailed tasks while taking initiative managing multiple projects to timely completion.</li> <li>- You are comfortable working in a fast-paced and deadline-driven environment with a strong customer-focus.</li> <li>- Experience handling sensitive and confidential information</li> <li>- Prior experience with a large corporation</li> <li>- Ability to synthesize complex and diverse information</li> <li>- Strong accounting and reconciliation skills</li> <li>- Strong ethics and the ability to maintain confidential information</li> <li>- Ability to deal with all levels of the company in regards to verbal and written communications</li> <li>- Requires advanced knowledge of job area obtained through advanced education combined with experience. May have practical knowledge of project management.</li> <li>- Requires a University Degree or equivalent experience and minimum 5 years of prior relevant experience; or a Master's degree with 3 years; or a PhD without experience</li> </ul>
<b>Education</b>	<ul style="list-style-type: none"> <li>- University degree, ideally in a finance-related field of study.</li> <li>- Requires advanced knowledge of job area obtained through advanced education combined with experience. May have practical knowledge of project management.</li> <li>- Requires a University Degree or equivalent experience and minimum 5 years of prior relevant experience; or a Master's degree with 3 years; or a PhD without experience.</li> <li>- In other words, if you have exceptional experience and we just described you, then we'd love to talk!</li> </ul>