

Job Title	Payroll & Benefits Coordinator
Business Unit	ODCBU
Function/Region	Human Resources
Location	Edison, New Jersey
Leader	Senior Manager, HR & Rewards
People Leadership	N/A
Job Level	5
Role Purpose	
<p>Responsible for assisting the Senior Manager, HR & Rewards, with timely and accurate processing of weekly and bi-weekly payroll for the U.S employees and certain ex-US employees while maintaining the internal controls that have been established around timeclock and payroll processing.</p>	
Accountabilities	
<ul style="list-style-type: none"> • Analyze, prepare and input payroll data for all hourly and salary personnel. Use automated system to produce accurate and timely payroll. • Research and resolve employee and system problems to ensure accurate payroll reports. • Conduct regular audits on payroll data & benefit elections procedures and records • Create and maintain employee files to ensure compliance of personnel recordkeeping and accuracy of payroll and HR systems. • Assist with processing and dispersing W-2 forms annually • Send benefit enrollment and I-9 communications to all new hires • Update payroll and HR systems and inform Finance and GTS for promotions, transfers, terminations, and new hires • Gathering all information for payroll Month-End reports • Create Purchase Orders and process all payroll and benefits invoices • Perform additional administrative duties as required by Senior Manager, HR & Rewards • Other projects as assigned. 	
Skills & Qualifications	
<ul style="list-style-type: none"> • Experience with ADP payroll , reconciliation, and payroll and Time & Attendance reporting and analysis • Must possess strong written and verbal communication skills • Fluency with MS Office products, including Word and Outlook • Intermediate Excel skill is a must with deeper knowledge of VLook-up and creating spreadsheets. • Some accounting background, mathematical skills and analytical skills are a plus • Internal customer service – a positive demeanor with excellent follow through skills • Prioritize and plan work activities and use time efficiently • Demonstrate accuracy and thoroughness in the completion of work • Is punctual and adheres to deadlines • Ability to multi-task, problem solve and work independently with pace • Proactive and solution focused • Familiarity with Purchase Order Processing and Invoicing procedures 	

