

**Job Description****PAYROLL ANALYST-1201764****Description**

The payroll analyst provides both technical and functional support of our internal HRIS system to the end users, finance systems programmers, and management while analyzing and defining any new payrolls, procedures, and processes to be implemented in payroll. The payroll analyst is also responsible for analyzing and correcting any payroll problems that occur within our internal HRIS system. In each of these areas, advanced skills are required to correctly analyze the several systems used to find the best solution to correct problems or improve processes.

Responsibilities include but are not limited to:

- Analysis and implementation of any tables or process changes due to system errors or improvements using Empagio software. Analyze and develop solutions and training for the payroll coordinators.
- Act as functional interpreter to the payroll systems programmers to develop, test, and maintain any new payroll related jobs, functionality, or system changes in the PIMS/PAMS system.
- Problem solving and support of the check printing hardware and software, as well as any other pc driven software used in payroll. This position analyzes system needs and works with the software manufacturer to develop and test any software changes or enhancements.
- Manage the year-end W2 and 1099R process. This includes investigating and implementing any programming, forms, or process changes; completing the year end reconciliations; working with the outside printing vendor, and coordinating the timing and file requirements for any outside agencies like the IRS.
- Manage the vacation calculation, accrual, and year end rollover process for all Timken hourly vacation plans. An in-depth understanding of each plan is required to correctly develop a time line for implementation of each vacation plan.
- Support both Canton and TERI payroll processors and the payroll job stream process. This includes on call availability to analyze and correct problems from home, in the office, or while traveling at any time of the day or night.
- Continually look for new ideas, functionality, and process improvements in the functional aspect of the PIMS/PAMS system, other payroll related software, and end user developed applications used in payroll.
- Develop the skills necessary to support any company initiative in the payroll area (Lean6 Sigma Black Belt and Sarbanes Oxley Specialist).

**Qualifications**

Requirements:

- Associates Degree in Accounting, Finance, or Business and minimum 4 years of related experience.
- Proficient in Microsoft Word and Excel.

Preferred:

- Bachelors Degree in Accounting, Finance, or Business and minimum 2 years of related experience.
- Certified Payroll Professional Certification.

**Job Finance**

**Primary Location** USA-OH-Canton

**Organization** Corporate Controller

**Schedule** Full-time

**Job Level** Individual Contributor

**Job Type** Standard

**Shift** Day

**Employee Status** Regular

**Travel** No