Job Title: Payroll Analyst

Reports To: Corporate Payroll Manager

Summary of Essential Duties and Responsibilities:

The Payroll Analyst is responsible for the operation and maintenance of the payroll systems. The Payroll Analyst ensures payroll application functionality and will work to develop and test system configuration changes as well as continuously reviewing payroll set up and keeping up on legislative changes. This position is also responsible for various payroll activities, including but not limited to ensuring accuracy and compliance of internal controls and processes, analyzing payroll results, systems and resolving problems and issues. The Payroll Analyst requires strong attention to detail and accuracy, and the ability to analyze, troubleshoot and communicate key findings.

Essential Duties and Responsibilities:

* Serve as a technical expert for payroll issues through a deep understanding of payroll law, tax regulations, and accounting principles.
* Configure, update, and audit earning/deduction codes, forms, workflows, and other payroll data points.
* Create, maintain and enhance ad hoc reports and overall reporting process as it relates to the payroll systems.
* Assist in the maintenance of the payroll system; provide guidance that demonstrates an understanding of payroll compliance and taxation as it relates to the company.
* Test, validate, and document all payroll system updates as it relates to the payroll department.
* Actively pursue innovative initiatives and improvements in current processes.
* Responsible for supporting the execution, research and review of special projects as directed by the Payroll Manager.
* Identify, recommend and implement process or system improvements according to organization goals, policies and procedures, and new laws and regulations.
* Payroll research for ongoing employee maintenance and earnings related to payroll processing.
* Assists with audits of internal records, tax filings and related documentation.
* Establish and maintain open and regular communications with Parks’ Payroll and HR Departments.
* Assists in quarterly, year-end, and W-2/T-4 preparation and processing.
* Acts as backup to Payroll Supervisor and other department members as necessary.
* Work with the Payroll Supervisor to contribute to the ongoing development and maintenance of documentation (Standard Operating Procedures) to ensure complete, accurate, and up-to-date depiction of processes.
* Escalate potential service issues to Corporate Payroll Manager.
* Work in a team environment coordinating with other team members in the processing of payroll.

Knowledge, Skills and Abilities:

* Knowledge of U.S. and Canadian Payrolls required.
* Experience with multi-state payroll and tax laws required.
* Union and contract experience preferred.
* Solid understanding of payroll knowledge and principles.
* Adept with ensuring data integrity, system testing, data analysis and process improvement.
* Strong organizational, interpersonal, communication and customer service skills with both technical and functional end users.
* Excellent analytical and problem solving skills, including data analysis.
* Demonstrated ability to quickly adapt and learn new systems.
* Ability to drive efforts to standardize, optimize and simplify processes and technical solutions.
* Excellent oral and written communication skills.
* Proficiency in Microsoft Office Suite

Education and Experience Requirements:

* Associates degree with 4-6 years of relevant experience or equivalent, Bachelor’s degree preferred
* FPC or CPP preferred
* Minimum 2-4 years systems administration experience, specifically working with HCM and Payroll systems.
* Requires 2-4 years of progressive payroll processing
* Experience with Ceridian Dayforce and Kronos Timekeeping systems highly desirable and preferred or other cloud-based systems.