

Global Payroll/HRIS Manager

Job Description

This person will join our HR Team, managing the daily operations of the US and international payroll, to ensure all payments are made to 1600+ employees in 17 countries. This position is also responsible for delivering excellent customer service to employees. The ideal candidate is one who demonstrates a strong knowledge of ADP payroll processes with an attention to detail and strong collaboration skills.

Summary of Duties (Duties may include, but are not limited to the following):

- Determine global payroll strategies for Cheetah Digital Inc. (including setting department targets and goals), and implement/manage change within the department accordingly
- Support HR/Finance teams in meeting established standards and deadlines in payroll & liability processing
- Ensure payroll policy and practices are in compliance with government legislation in each country of operation, international payroll standards, and Cheetah Digital Inc. principles
- Ensure consistency in payroll policy, procedures, costing, controls and systems across international payroll teams, and assist in coordinating payroll resources among international offices
- Manage the planning and implementation of new/revised payroll procedures (new jurisdictions, different taxation schemes, varying labor standards, changes in Company policies, new pay items, upgrades in software systems)
- Configure, test and execute software changes needed to comply with above-mentioned procedure revisions in coordination with other affected departments
- Represent the payroll department to other departments in the Company, as well as to applicable third parties
- Oversee GL, paycode and tax structure set up in HRIS system and payroll processing systems for all countries
- Ensure accurate and consistent reporting of payroll data to other depts. in the Company and to governments and third parties
- Ensure consistency and accuracy in payroll correspondence & documentation;
- Assist in additional departmental projects
- Maintain and manage the ADP WFN HRIS for global HR, Benefits, Payroll, Analytics, Performance Management, and Recruiting modules
- Oversee the vendor relationship with ADP
- Oversight of the 401(k) Plan Administration for the Company, including participation on the Retirement Committee
- Perform other duties as requested

Required Knowledge, Skills and Abilities:

- Comprehensive knowledge of payroll concepts, including extensive background in USA and international payroll strategies
- Excellent computing skills and software troubleshooting skills in payroll related software (HRIS, time management databases, payroll tax software, accounting systems, interfaces, etc)
- Ability to evaluate options, anticipate roadblocks and determine the best solutions for the payroll department and Cheetah Digital Inc
- Ability to guide, empower and lead team members to be effective contributors of Cheetah Digital Inc success
- Solid organizational, time management and multitasking skills
- Effective communications both written and oral
- Strong project management skills
- Detail and analysis oriented
- Displayed management expertise

- Strong interpersonal skills

Education and Experience:

- 8+ years as a payroll manager or equivalent position; operating internationally as well as domestically
- Expertise in managing or supervising North American and international payroll depts
- 4+ years of post-secondary education in accounting, payroll, management, or a related field
- CPP Certification is required
- ADP Workforce Now experience required
- ADP Streamline experience
- ADP TLM experience
- Proficiency in Excel, MS Word, Outlook required
- Expert knowledge of Federal/State/International payroll laws