

# Payroll Specialist

Swiss Re - Armonk, NY

## About Swiss Re

This is your opportunity to join Swiss Re Group - one of the world's leading wholesale providers of reinsurance, insurance and other innovative forms of insurance-based risk transfer. Our business at Swiss Re is about understanding and analyzing the major risks that concern the world - from natural catastrophes to climate change, from aging populations to cybercrime. We combine experience with expertise and innovative thinking to create new opportunities and solutions for our clients. We enable the risk-taking essential to enterprise and progress. This is only possible with around 10,000 truly exceptional Swiss Re people across our group worldwide.

## About the role

In this role, you will be responsible for processing the biweekly payroll for 2600 multi-state employees, including International Assignees and International Transfers. This role involves data entry, auditing, reconciliation of the payroll, mapping and issuing W2s/W2Cs and managing all garnishments/levies and year-end processes. The Payroll Specialist will need to ensure the payroll is processed in compliance with all federal, state and local laws in addition to all Swiss Re policies and procedures. The Payroll Specialist will need to collaborate with many different internal and external partners and will need to continually maintain strict adherence to compliance standards and tax rules as new programs are being initiated.

## Payroll Specialist

- Responsible to timely and accurately process payrolls for 2600 US multi-state employees within various legal entities
- Make necessary payroll data entries
- Process offcycle pay runs as needed
- Ability to manually calculate Employment Taxes and reconcile a paycheck to a W2
- Ability to configure new wagetypes, locations and reports as needed
- Process involuntary deductions such as levies and garnishments
- Complete requests for funding and reconcile funding requests to PR/GL file to bank account
- Payroll bank account reconciliation
- Application of Employment Tax laws to US Payroll and payment/filing procedures
- Process payroll for International Assignees, International Transfers and Non-Resident Aliens with a basic understanding of tax implications and necessary tax forms
- Source wages to the appropriate state as per policies
- Respond timely to ContactOne tickets with excellent customer service
- Document and update procedures and maintaining all payroll related records

- Responsible that W2s are accurate and delivered timely
- Calculate repayments and enter all payroll adjustments necessary
- Responsible to represent the payroll view in projects

### **About the team**

The US Payroll Team is responsible for paying, remitting and filing all required forms for our 2600 US employees, timely and accurately, in compliance with federal, state and local laws, in addition to Swiss Re policies and processes. We are a team of 4 payroll professionals and continually collaborate on process improvements and new requirements. We are a part of the Global Human Resources Team but also work with our Treasury, Finance and Tax teams.

### **About You**

You have:

- 5 years of payroll experience required
- Perform responsibilities with honesty and integrity
- Applicant must have strong organizational, time management and prioritization abilities
- Must be able to work independently under tight deadlines, with flexibility
- Ownership of areas of responsibility a must
- Execute tasks with accuracy and attention to detail
- Maintain a professional level of stress tolerance
- Applicant must have a growth mindset
- Experience and comfort with reporting
- A team player with excellent communication skills who contributes to the team
- Must be able to work in an international environment and represent the local requirements
- Experience in SAP Payroll and SuccessFactors preferred
- Experience with Microsoft Word & Excel a must, pivot tables & VLOOKUP preferred
- Experience with an outsourced payroll and in managing outsourcing vendor teams
- Good judgement when supervisory COE help is needed
- High School Diploma required, some College preferred