

Job Description

Division: HR- Benefits and Payroll

Date: March 2022

Location: King of Prussia, PA

Job Title: Benefits, Payroll & Tax Control Analyst

SITUATION IN ORGANIZATION

(LIST THE TITLE TO WHOM THIS JOB REPORTS, DIRECT AND INDIRECT REPORTS (BY TITLE), MATRIX RELATIONSHIPS, ETC.)

- Reports to directly to Manager , Payroll Control (Payroll) with a dotted line to the Sr. Manager, Benefits
- Payroll tax oversight from Payroll & Tax Control Specialist

JOB DIMENSIONS

*(POSITION SUMMARY AND SCOPE OF ROLE: VOLUME, NUMBER OF SITES, ETC.) ** MAY INCLUDE CONFIDENTIAL INFORMATION (NOT TO BE SHARED ON JOB POSTINGS) ***

This position provides Benefits, Payroll & Tax Analysis, Administration and Support plus support for M&A Integration/Divestment activities.

KEY ACTIVITIES AND RESPONSIBILITIES

(INCLUDE % OF TIME (USING RANGES) FOR EACH ITEM NEXT TO EACH ACTIVITY, TOTALING TO 100%; USE INCREMENTS OF 10% AND HIGHER; BALANCE OF SMALLER ITEMS CAN FALL INTO "OTHER DUTIES AS ASSIGNED")

❖ **Payroll (45-50%)**

- Assist with all regular and special payroll processing's, close and result reviews – 10%
- Investigate/Research/Respond/Track all employee payroll inquiries, escalate when appropriate –10%
- Conduct proactive reviews of Arkema employee tax set ups includes address change impacts, worksite changes & rehires prior to all regular payroll runs – 5%
- Handle all Arkema Inc., ArrMaz Products Inc., ArrMaz trucking Inc, and Coatex Inc., FEIN tax letters, tax requests/inquiries, state unemployment insurance changes and testing in BSI/SAP – 10%
- Handle Maintenance of Unemployment HR Contact List – 1%
- Handle Garnishment/Wire/Checks tracking – 1%
- Handle entry of Bonus Accrual % changes from Accounting in SAP HRMS – 1%
- Back up for entry of Banking, W4, Additional Payments/Deductions, checking bank daily, handling deposit returns or changes and handle data/wires accordingly, and MyADP (iPay) electronic resets/registrations & access issues – 2%
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- Back up all regular and special post-payroll processing A/P wire and check support documentation –1%
- Backup all regular and special post-payroll processing general ledger details to non-SAP entity Accounting – 1%
- Backup Department Daily Mail/cash receipts of any incoming employee repayments – 1%
- Backup Ensure KOP Kronos non-exempt timesheets are entered and verified prior to finalizing payroll – 1%
- Backup Track KOP non-exempt employee approvers and back-up approvers - 1%
- Back up Research and respond to all balance due at termination inquiries for applicable receivable areas – 1%
- Backup Review and completion of Uconfirm employment and salary verifications – 1%
- Backup Schedule, coordinate and transcribe/Action items for interdepartmental meetings – 1%
- Backup Arkema Inc. Employee Recognition Program budget status tracking and communications –1%
- Assist in special projects as required including acquisitions and divestitures – 1%

❖ **Benefits (45%-50)**

- Creates purchase orders, audits, processes and tracks benefit invoices and assists with setup of new vendors, prepares documentation for ongoing auditing and controls– 15%
- Vendor File Transmissions - Transmits weekly outbound files other benefit vendor inbound file transmissions. – 15%
- Prepares monthly Health and Welfare employee benefit elections reporting from monthly premium reporting by company - 5%

- Maintains benefits claims log and audits the postings in the finance system, working with AP, Finance and Auditors (supporting additional reporting required by the Bostik and Ashland teams) – 5%
- Resolves issues vendors and administrators – 5%

❖ **Mergers, Acquisitions, Integrations and Divestments (5% - 10%)**

- Prepares reports for external consultants
- Sets up and coordinates planning meetings
- Supports integration project teams by tracking and logging open items and updating project timelines

CONTEXT AND ENVIRONMENT

(INCLUDE % TRAVEL, IF APPLICABLE; THREE HES REFERENCES BELOW ARE REQUIRED ON ALL DESCRIPTIONS; SITE MAY HAVE ADDITIONAL HES REFERENCES; FOR PHYSICAL DEMANDS REFER TO THE JOB DEMAND FORM FOR THIS ROLE)

- Little to no travel
- May be required to work some additional hours during certain time sensitive business cycles and other critical deadlines.
- Supports the site HES policy and complies with all regulatory and internal requirements
- Participates in HES activities provided by site management and Arkema Inc. (e.g., Behavioral Base Safety, SafeStart, etc.)
- Supports and promotes the reporting of all health, safety, environmental, near-miss, accident or injury incidents

REQUIRED EDUCATION/QUALIFICATIONS /WORK EXPERIENCE

(INCLUDE DEGREE ATTAINED AND SPECIALTY OF EDUCATION, CERTIFICATIONS/LICENSES, YEARS AND TYPE OF RELEVANT EXPERIENCE, SYSTEMS PROFICIENCY, ETC.)

- 3-4 years Payroll, Tax and Benefits background
- Multi- State Payroll Tax experience strongly preferred.
- Bachelor’s degree, Business discipline preferred, or equivalent relevant experience
- Very strong Microsoft Office skills, in particular the creation of Excel spreadsheets, Word documents and PowerPoint presentations; hands on experience in database modeling preferred
- Journal entry and reconciliation experience is a plus
- SAP or similar HRMS experience is a plus

DEMONSTRATED COMPETENCIES *(DESCRIBE BEHAVIORS NECESSARY FOR ROLE)*

- Strong organizational, critical thinking, analytical and prioritization skills, with the ability to self-audit work and handle competing priorities
- Strong interpersonal and communication skills, with the ability to deal with all levels of employees
- Strong customer orientation required, including focus on timely and accurately answering questions
- Strong project planning and management skills
- Maintains confidentiality of sensitive information
- Ability to work independently and interact effectively in a hands-on environment is required
- Attention to detail, timely and accurate completion of work, and process-orientation is critical
- Ability to make sense of complex, ambiguous, and oftentimes contradictory information to effectively solve problems

HR DATA *(TO BE COMPLETED BY COMPENSATION)*

Fair Labor Standards Act (FLSA): Exempt or Non-Exempt

Grade:

Date Evaluated:

Submitted By: _____

Name of Job Holder: _____

The Company reserves the right to change individual job content and this template at any time.

Please contact Murray Apatoff murray.apatoff@arkema.com and Bria Marable bria.marable@arkema.com with your resume.