

## **GLOBAL PAYROLL MANAGER**

### **What makes us Qlik**

Qlik helps enterprises around the world move faster, work smarter, and lead the way forward with an end-to-end solution for getting value out of data. **A Gartner Magic Quadrant Leader for 12 years in a row!** Our platform is the only one on the market that allows for open-ended, curiosity-driven exploration, giving everyone – at any skill level – the ability to make real discoveries that lead to real outcomes and transformative changes. We are a Values-Driven organization, operating in over 100 Countries with 38,000 customers around the world.

### **Global Payroll Manager**

The Global Payroll Manager will be responsible for oversight of Qlik's global payroll team – conducting payroll processing for all of Qlik's legal entities around the world.

### **Responsibilities include, but are not limited to:**

- Manage the payroll teams in both the USA and Sweden.
- Coordinate closely with Qlik's global payroll partner (ADP) to ensure adequate planning of the Company's payroll calendar and that Qlik is being supported in all countries where we have an employee presence.
- Coordinate with local service providers to ensure timely processing of payroll in countries/locations where payroll is being processed by local ADP partners.
- Plan monthly payroll processing ensuring the global payroll workload is adequately balanced across all payroll team members to maximize productivity and efficiency.
- Position will require submission of payrolls when needed. This consists of compiling all payroll input data from various sources (Workday, commission payments, etc.) and submitting payroll to ADP via ADP Streamline/Celergo tool.
- Serve as the global payroll point of contact for internal Qlik stakeholders who require payroll support for internal initiatives (Culture & Talent, Legal, Accounting).
- Partner with C&T to streamline processes for obtaining payroll inputs in a standardized, timely manner to ensure complete and accurate payroll processing.
- Partner with IT and Finance Operations on evaluating possible ADP payroll processing solutions to improve existing processes where possible.
- Partner with IT & C&T organizations to evaluate and standardize time tracking solutions in countries where this is required.

- Work closely with Accounting Shared Services GL team/KPK to ensure ADP outputs are delivered timely and all non-routine payroll payments are coded and accounted for properly.
- Remain current on local payroll laws for countries with a significant employee presence to maintain compliance with country regulations.
- Keep up to date on the payroll processing system and changes in wage and tax laws.

**Skills and qualifications for this role include:**

- Prior experience in international payroll required,
- Solid understanding of payroll and payroll tax laws are a must,
- Proficiency in Word, Excel, ADP,
- Ability to organize work, and engage in a variety of tasks simultaneously and consistently meet deadlines,
- Capability to deal with difficult situations involving sensitive and confidential employee issues,
- Well-developed analytical and problem solving skills,
- Ability to communicate with all levels of staff,
- Good time management skills,
- Strong attention to detail,
- Team player mentality,
- Supervision experience,
- Ability to maintain confidential information.

**The location for this role is:**

- King of Prussia, PA (must be able to commute to office 2-3 times per week)

**About Qlik**

- Visit [Qlik.com](http://Qlik.com) to learn about who we are, our core values, and our Corporate Responsibility Program
- Competitive benefits package and flexible working environment,
- Giving back is a part of our culture – we give you a day to change the world. In addition, we encourage our employees to participate in our Corporate Responsibility Employee Programs,
- Check us out in LinkedIn, Instagram @lifeatqlik and @Qlik, the muse for employee testimonials and YouTube

Proof of full vaccination against COVID-19 will be required as a condition of employment in the US. If you receive an offer and are unable to get vaccinated for religious or medical reasons, you may request a reasonable accommodation prior to commencing employment.

***Qlik is an Equal Opportunity/Affirmative Action Employer and we value the diversity of our workforce.*** Qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender perception or identity, national origin, age, marital status, protected veteran status, or disability status.

***If you need assistance due to disability during the application and/or recruiting process, please contact us.***

Qlik offers competitive compensation, company-sponsored premium benefits, medical, dental, vacation/holidays, company matching 401(k) Plan, etc.

Qlik is not accepting unsolicited assistance from search firms for this employment opportunity. Please, no phone calls or emails. All resumes submitted by search firms to any employee at Qlik via email, the Internet or in any form and/or method without a valid written search agreement in place for this position will be deemed the sole property of Qlik. No fee will be paid in the even the candidate is hired by Qlik as a result of the referral or through other means.