



## Lead Payroll Analyst – Tax and Systems Compliance

### SUMMARY

Acts as SOA's primary liaison with Ceridian for all technical requirements for the Dayforce enterprise payroll system including system updates/upgrades, security, HR HCM system imports, reporting, and third-party integrations. Works on Ceridian programming changes along with Payroll Manager to ensure that all updated system changes are running with expected output.

Ensures compliance with relevant regulations, laws, and employment tax obligations. Utilizes extensive knowledge of federal, state, and local principles, tax policies, and tax procedures. Confirms that tax updates from Ceridian are executed appropriately.

Maintains payroll/general ledger interface. Ensures that all salary, tax, and benefit information is mapped to the appropriate general ledger accounts in Oracle financials.

Maintains analysis schedules for retirement plan audits. Provides financial and tax reporting on the corporate relocation program.

### PRIMARY RESPONSIBILITIES

- Oversees that the general ledger import is updated with current earnings, benefits, and tax fields reflected in the Dayforce payroll system. Maintains responsibility for all successful data integration into the Dayforce payroll system which includes HR imports, employee election imports, and external vendor imports. Ensures that systems are configured to reflect current wage, benefit, tax, and timekeeping policies and regulations.
- Maintains integrity of the Dayforce payroll system for security, user acceptance testing (UAT) upgrade testing, and the creation and maintenance of pay codes and their related tax fields. Works directly with technical/business resources at Ceridian to implement solutions and system enhancements.
- Resolves tax penalties by working with the tax service bureau, IRS, and applicable state agencies. Analyzes quarterly and annual tax liabilities, administers end-processes, and reconciles W-2 filings. Researches and updates new or revised guidelines pertaining to employment tax law relevant to the company. Handles the planning and execution of employment tax audits.
- Partners with Payroll and Benefits Compliance management with determining calculations for quarterly and annual retirement plans allocations and uploading the data to the retirement plan trustee/recordkeeper portal.
- Works with the risk management area's vendor with workers compensation reports and audits. Maintains accurate salary information and risk codes on reports provided for the workers compensation audits.
- Creates and maintains reports within the Dayforce system to support various benefit and retirement program requirements.
- Monitors the costs associated with the Moving & Relocation Program. Works with third-party vendor (Weichert Relocation Resources, Inc.) to ensure that SOA is being accurately charged for valid expenses and to resolve discrepancies. Performs an annual audit by randomly selecting employee relocation program participants and supplies SOA management with analysis reports.

### ADDITIONAL RESPONSIBILITIES

- Completes special projects (including new benefits program/vendor integration and payroll compliance) and responds to payroll- and tax-related requests.
- Reviews and audits employee tax transfers resulting from location and department transfers.

- Stays current on all requirements for various government information reports (such as wage and hours, benefits, and FMLA).

**REQUIRED SKILLS AND ABILITIES**

- Advanced knowledge of payroll management software (Ceridian) Dayforce and Oracle financial systems and extensive knowledge of how payroll interfaces with the general ledger.
- Extensive working knowledge of employment taxes and related tax compliance.
- Working knowledge of employee relocation programs.
- Experience with accounting software systems and proficiency with Microsoft Office.
- Strong interpersonal communication skills, organizational, and decision-making skills.
- Strong research and analytical skills.

**EDUCATION/EXPERIENCE:** BA/BS with 6 to 8 years of relevant experience

**JOB GRADE:** P3

**FLSA STATUS:** Exempt

Apply directly on Subaru's career site at [Lead Payroll Analyst - Tax and Systems Compliance - SOA Careers \(oraclecloud.com\)](#). For more information on Subaru, visit [www.subaru.com](http://www.subaru.com).