

Chemonics Seeks a Payroll Compliance Specialist for our Washington, DC home office to assume a pivotal position in the human resources department by working closely with the Payroll Compliance Manager and Payroll Compliance Associate to ensure adequate procedures are in place to achieve compliance with all U.S. federal, state and local payer regulations.

### **Principal Duties and Responsibilities**

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Collaborate with the Payroll Compliance Manager, Finance, and Human Resources teams to use the capabilities of the payroll system to support strategic decisions, financial analyses, and other related special projects as needed.
- Input semi-monthly and monthly payroll and new hires on a timely basis ex: new hire date, withholding changes, corrections to pay information, retroactive pay and tax corrections, creating W-2c forms, unemployment filings, working closely with ADP support teams. Maintains payroll files with employee documentation.
- Work proactively with the Payroll Compliance Manager to improve the payroll-related human resources functions of the organization, rethinking existing strategies, processes, or structures, when necessary.
- Advise on domestic and international tax compliance issues, tax treatments of dual-national staff, help to develop tax differential models, provide general tax information to projects and staff.
- Act as a key liaison for employee questions. Research and respond to a variety of employee questions in a timely manner, with an emphasis on educating employees on compliance issues.
- Maintains skill set through continuing education and personal self-development, including working knowledge of statutes that may impact payroll (such as FLSA, travel and relocation regulations) and knowledge of best practice/emerging developments in the payroll, human resources, and time-keeping landscape.
- Collaborate with cross-functional teams within Human Resources to draft and create procedures for teleworkers, dual nationals and other payroll compliance functions; as well as examine and analyze payroll and tax procedures with ADP
- Research federal, state and local laws to support changing legislation regarding wage garnishments, earnings & tax compliance.

### **Qualifications**

To perform this job successfully, an individual must be able to perform each essential duty and responsibility satisfactorily. The requirements listed below are representative

of the knowledge, skills, and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Bachelor's degree required or equivalent work experience
- Minimum 5-7 years' professional experience in payroll and payroll-related endeavors.
- Demonstrated knowledge of United States local, state, and federal payroll tax laws, regulations, and compliance requirements; experience working with expatriates and third country nationals strongly preferred.
- Knowledge of USAID's operations, rules, and regulations preferred.
- Ability to solve technical, managerial or operational problems and evaluate options based on relevant information, resources, well-rounded experience, and knowledge.
- Ability to make strategic decisions, including developing long and short-term improvements in processes and systems.
- Strong knowledge and experience operating human resource management systems (HRMS); ADP systems knowledge preferred.
- Willingness to work overseas for up to 4-8 weeks per year and to consider long-term overseas assignments.
- Demonstrated ability to communicate clearly and concisely, both orally and in writing, and lead presentations, training courses, and effective meetings.
- Strong knowledge of MS Office applications; proficiency in Excel required; Access preferred.
- Ability to work both independently and as part of a team.
- Attention to detail and strong organizational and work prioritization skills.
- Supervisory experience preferred.
- Demonstrated leadership, versatility, and integrity.

Application instructions:

Apply through our Career Center at <https://chk.tbe.taleo.net/chk05/ats/careers/jobSearch.jsp?org=CHEMONICS&cws=1> by October 10, 2017. No telephone inquiries, please. Finalists will be contacted.

Chemonics is an equal opportunity/Affirmative Action employer and does not discriminate in its selection and employment practices. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, political affiliation, sexual orientation, gender identity, marital status, disability, protected veteran status, genetic information, age, or other legally protected characteristics. Military veterans, AmeriCorps, Peace Corps, and other national service alumni are encouraged to apply.