

Colombia Jobs Expertini®

Payroll Specialist, LATAM Market

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Company: The Knot Worldwide

Location: Colombia

Category: office-and-administrative-support

Payroll Specialist, LATAM Market

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WHAT WE DO MATTERS:

Here at The Knot Worldwide, we believe in doing work that matters. In 15 countries around the world, our leading family of brands (The Knot, WeddingWire, Bodas, The Bash, The Bump, How They Asked, Lasting, and more) inspire, inform, and celebrate our communities as they move through life's milestones. From the proposal to creating a home, and starting a family together, we're there for every step of the journey. Our couples and business partners depend on us. They're all in. So are we.

ABOUT THE ROLE AND OUR TEAM:

The experienced and impassioned Payroll Specialist (you) will coordinate the administration of payroll processes in Argentina, Brazil, Chile, Colombia, Peru, and Mexico. You will collaborate with business partners across TKWW to gather payroll inputs, liaise directly with our global payroll processing agency, as well as manage employee inquiries and requests regarding payroll. Additionally, you will work closely with our Technical Accounting and Tax teams to support month, quarter, and year-end financial closing activities, along with any regulatory reporting and filing requirements for your area. You will work closely with three other Payroll Specialists, and report directly to the Manager of Payroll - International.

RESPONSIBILITIES:

Manage relationships with local payroll providers and local government entities;

Ensure that all payroll accounting processes are executed accurately and timely, addressing internal and external queries.

Keep up to date with changes in payroll laws and regulations to ensure compliance;

Prepare month-end payroll accruals, and reconciliations as needed

Partner with cross-functional colleagues across Accounting, FP&A, and Tax teams, providing payroll guidance when consulted;

Identify and resolve discrepancies or issues in the payroll and payroll accounting process.

Support year-end audit activity by providing records and documentation to auditors

Prepare and maintain process documentation around all payroll processes

Support the Payroll Manager in the facilitation of month, quarter, and year-end payroll tax payments as needed

Assist with monthly employee expense reimbursement processes

SUCCESSFUL CANDIDATES HAVE:

Bachelor's degree in Accounting or a related financial field preferred or equivalent experience

Fluent in Spanish and Portuguese. High oral and written proficiency in English is a must

Minimum of 2 years of payroll experience in Argentina, Brazil, Chile, Colombia, Peru, and Mexico

Experience in managing third-party international payroll providers

Solid understanding of accounting concepts

Trustworthiness with confidential data

Ability to understand internal controls with a strong focus on attention to detail.

Experience processing payroll, analytical thinking skills, and issue resolution skills

Excellent time management, scheduling, and organizational skills

Ability to multitask and work in a fast-paced and demanding global environment

Excellent written, interpersonal, and verbal communication skills

Familiarity with Oracle HCM is a plus

Job Info

Job Identification1631

Job CategoryPayroll

Posting Date08/04/2023, 08:19 AM

Job ScheduleFull time

Locations Alameda dos Maracatins, 780 - 1401, São Paulo, 04089-001, BR

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