

Payroll Specialist

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Company: Lenovo

Location: Buenos Aires

Category: computer-and-mathematical

Description and Requirements

These are your detailed responsibilities:

Conduct payroll processing duties for assigned countries.

Duties vary between countries/Geos but can include data entry, audits, and calculations as needed.

Process banking, country statutory and year-end tax filing data accurately and on time.

Collaborate with HR Service Center, local HR operation team, HRP and payroll vendor to process daily payroll activities and solve payroll issues.

Support and conduct focal countries' global payroll related projects

Follow up and conduct the tasks assigned by Payroll manager and/or Team Leads.

Work with daily payroll cases raised from HRP, EE and managers

Quarterly reconciliations in preparation for year end

Stay abreast of tax and payroll law changes that apply to the payroll that you process

Cooperate with HR / Benefit team / vendor / accounting for setting up new benefits / OTP /

Allowances either upon to legislation change or company need

Running the set up of new payroll for new entities or completely new countries

Running transfer of active payroll to new vendor

Reporting the issues with internal / external stakeholder for input data accuracy

Actively supporting the automatization for the countries they are responsible (WD integration/ RPA / WD payslips / New hires Onboarding)

Driving communication to employees for legal / payroll changes

Monitoring timely processing of payroll payments and working with Lenovo and Citi bank team to solve any potential issues

Monthly / annual reporting with Checklists, Metrics, Compliance testing, External Audit, Overpayments due to late termination

Payroll calendar preparation and review

Support for audit from External Authorities

Position Requirements:

Advanced level of English (mandatory)

Excel proficiency

1/2 years of experience in payroll processing (mandatory)

Positive attitude.

Willingness to learn.

We are looking forward to discussing this position with you soon!

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Additional Locations : * Argentina - Capital Federal - CABA * Argentina * Argentina - Capital Federal * Argentina - Capital Federal - CABA

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