



Senior Payroll Administrator

Location

Chicago Corporate-623

Requisition Number

20-499

Area of Interest

Human Resources

Job Description

Company Overview

Sims Metal Management is the world's largest listed metals and electronics recycler. With annual revenues of \$5B and over 4,000 employees, the company has locations on five continents. The company operates two primary businesses, a traditional metals recycling business and an electronics recycling business called Sims Recycling Solutions.

Job Description:

Under the general supervision of the Sr. Payroll Manager this position is responsible for handling a large volume of highly sensitive employee and payroll information, including processing weekly and/or semi-monthly payroll utilizing ADP and Kronos. A key responsibility of this position is to provide payroll services, support and education to all employees.

Primary Duties and Responsibilities:

- Compile, input, and process payroll information to produce accurate paychecks for approximately 700+ employees. Ensure payroll data input is accurate, complete and entered on-time. Thoroughly review the payroll previews and make the necessary adjustments. Assist field staff with general Kronos inquiries. Process off cycle payments and manual checks.
- Provide training for Data Entry and Payroll Administrators. Assist Payroll Administrators and oversee the preparation and processing of payroll.
- Resolve payroll issues and responds promptly to all payroll related questions from employees. Effectively communicate, uphold and explain payroll policies to employees.
- Maintain and audit pay card reconciliation spreadsheet and partner with Accounting to resolve discrepancies.
- Utilize ADP Tax site to download quarterly, and annual 941 tax forms and save in designated Payroll folder. Assist with W-2 preparation and provide support with the Year-End process.
- Process stop payments and reverse or void payment in ADP. Print ADP Uncashed Notices and reconcile.



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- Prepare and distribute all required payroll reports according to the appropriate schedule.
 - Maintain current payroll processing documentation and update as needed.
 - Assist the Lead Administrator with special projects.
 - Interact closely with Human Resources, Benefits Administration and field management to complete the necessary paperwork required for payroll processing.
 - Assumes responsibilities as assigned by the Lead Payroll Administrator or Sr. Payroll

Requirements:

- Seven + years of high volume payroll processing experience. Certified Payroll Professional Certification (CPP) is preferred. Bachelor's degree in Accounting, Human Resources, or Business Administration is desirable.
- Working knowledge of Excel, Word, and Outlook. ADP (or similar software) preferred.
- High attention to detail; highly organized, dependable and committed to helping people. Strong analytical and problem-solving skills. Excellent verbal and written communication and customer service skills are required.
- Ability to multi-task in a fast paced environment and an act with a sense of urgency. Punctuality and good attendance is a must.
- Ability to maintain confidentiality, assume responsibility, display initiative and exercise good judgment.
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