My client, Suominen Nonwovens, Windsor Locks, CT, is hiring a Shared Services Payroll Coordinator for their US headquarters in CT. In this position, you will: oversee and supervise the organization’s payroll function, ensuring pay is processed on time, accurately, and in compliance with government regulations. Act as technical expert on all subjects regarding payroll, auditing and taxation.

* Promote a strong safety and quality culture where both safety and quality are core values of everyone at Suominen. Full compliance to all safety and quality related policies, procedures and practices.
* Manage Shared Service Payroll function, including transactions and reporting activities.
* Work directly with ADP TotalSource to ensure monthly and weekly payroll are processed timely and accurately.
* Work and coordinate with the Shared Service Manager to ensure accurate and timely processing of payroll updates including new hires, terminations, and changes to pay rates.
* Handle payroll administration and funding of Suominen’s 401k Plan, including required audits.
* Develop best practices to improve efficiency of payroll processes.
* Implement, maintain, and review payroll processing systems to ensure timely and accurate processing of payroll transactions including salaries, benefits, garnishments, taxes, and other deductions.
* Maintain employee payroll records to ensure information is up-to-date and accurate.
* Prepare and maintain accurate records and reports of payroll transactions.
* Provide assistance to site HR regarding payroll. Address payroll related queries and requests from site HR and employees. Analyze payroll problems and provide appropriate resolutions.
* Administer Shared Services insurance billing related to life insurance, STD/LTD and other ancillary benefits.
* Review and implement improvements to existing payroll procedures.
* Ensure compliance with federal, state, and local payroll, wage, and hour laws and best practices.
* Identify and recommend updates to payroll processing software, systems, and procedures.
* Manage audit process and implement audit recommendations.

**Work Experience**

* Bachelors or higher in Accounting, Business Administration, Human Resources or related field.
* Three to five years payroll experience, preferably in a manufacturing organization.
* Extensive knowledge of the payroll function including preparation, balancing, internal control, and payroll taxes.
* Extensive knowledge of legal regulations involving payroll including all federal, state and local entities
* ADP experience a plus

**Required Competencies**

* Must be able to work with sensitive information and maintain a high level of confidentiality.
* Capable of working with a significant degree of independence.
* Ability to manage multiple projects.
* Strong oral and written communication skills and interpersonal skills required.
* Strong organization skills, prioritizing skills and conflict resolution skills required.
* Self-starter, highly motivated and able to work with limited direction.
* High level of technical skills, including competency in Word, Excel, Power Point and ADP.

Resumes should be emailed as Word document attachments from your laptop or desktop to: [karlahammond@sbcglobal.net](mailto:karlahammond@sbcglobal.net); 860-267-2690