

## HR Payroll Specialist

At Birkenstock, our business is a reflection of who we are. We have a passion for our products, an appreciation of their heritage and a genuine belief in their benefits. Our business is a reflection of what we represent - quality products that are comfortable, unique, timeless and respectful of the world around us. Our mission is to deliver happiness and satisfaction.

To provide quality products and services, we need quality people. We are looking for talented people who share our values of accountability, responsiveness, excellence, teamwork, respect, integrity and a positive attitude.

<b><u>JOB TITLE:</u></b>	<b>HR Payroll Specialist</b>
<b><u>LOCATION:</u></b>	<b>San Francisco Bay Area</b>
<b><u>REPORTS TO:</u></b>	<b>Senior Manager Payroll, Compliance &amp; HR Business Partner</b>
<b><u>TYPE:</u></b>	<b>Full-Time/Non-Exempt</b>
<b><u>SALARY:</u></b>	<b>\$30-\$40/hourly</b>

Note: Relocation and any associated costs are the sole responsibility of the person hired for this position.

### **OVERVIEW**

As part of the HR Team, the HR Payroll Specialist plays a vital role in ensuring accurate and timely payroll processing across the organization. This position manages a high volume of requests related to time and labor tracking, payroll administration, supporting and processing our growing retail business as well as corporate and labor cost distribution functions. By maintaining precision and efficiency, the HR Payroll Specialist helps ensure all employees are compensated correctly and on schedule. This role reports to the Senior Manager Payroll, Compliance and Retail HR Business Partner (HRBP).

### **RESPONSIBILITIES**

- Ensuring timely and accurate processing of assigned payroll(s) including all associated reporting and internal/external communications.
- Manage timecard approval process, time entry, and administration of timekeeping systems.
- Review and resolve timecard exceptions prior to payroll processing for all employees; ensure accurate onboarding of new hires and updates to employee records in the payroll system. Assist in multi-entity payroll processing and management, maintaining compliance with relevant procedures and timelines.
- Respond promptly and accurately to employee inquiries regarding payroll, timekeeping and -related inquiries
- Prepare manual payroll checks for situations such as replacement checks, late timesheet submissions, and final pay.
- Process approved personnel status change forms for changes such as rate, FTE, employment status changes; new hires/rehires; and address changes.
- Verify pay rate changes and calculate retroactive pay, as needed.
- Maintain accurate records of PTO/sick leave balances.
- Process and respond to Verification of Employment (VOE) requests

- Stay current on changes to federal, state and local labor laws and regulations affecting payroll and ensure ongoing compliance.
- Assist in calculating and processing “make whole” pay for Paid Parental Leave cases.
- 401(k) administration including maintaining records, processing contributions and funding
- Generate HR & payroll reports.
- Support internal and external audit activities by preparing the requested documentation, as needed. Maintain internal spreadsheets for payroll processing.
- Manage unemployment claim responses and documentation.
- Assist with ACA reporting.
- Assist with quarterly bonus calculations for retail teams.
- Set up new departments and locations in HRIS and Time & Attendance systems.
- Provide comprehensive administrative support for HR Processes and procedures.
- Assist Senior Manager Payroll, Compliance and Retail HRBP in maintaining compliance with all applicable HR related Local, State and Federal laws and regulations.
- Participate in departmental and cross-functional meetings including attending on-site corporate meetings, as needed.
- Serves as backup for Senior Manager Payroll, Compliance and Retail HRBP during their absence.
- Perform other related duties and projects as assigned.

#### **POSITION REQUIREMENTS/QUALIFICATIONS**

- 3 years of relevant payroll experience
- 1 years' experience in human resources
- Knowledgeable in multi-state and multi-country payroll (US & Canada)
- Strong working knowledge of Microsoft Excel and spreadsheets
- Proficiency in all other Microsoft Office applications
- In-depth understanding of payroll procedures, internal controls, audit trails and appropriate documentation, state & federal laws, and taxes

#### **Other Qualifications**

- Experience with computerized payroll, benefits, retirement systems and procedures. Retail payroll and commission experience a plus.
- Familiarity with garnishments, state taxes, unemployment, and W2 reporting a plus.
- Willingness and ability to learn and use new systems and implement new processes is required.
- Ability to maintain confidentiality of information.
- Ability to follow policies and standard procedures. Strong adaptiveness to new policies and procedures.
- Strong commitment to high accuracy and efficiency.
- Ability to research, learn, interpret, apply payroll related laws, regulations, policies, and make sound decisions.
- Strong mathematical, analytical, organizational, and problem-solving skills.
- Ability to establish and maintain accurate and comprehensive records.
- Good interpersonal skills and ability to maintain professional working relationships with others.
- Excellent customer service skills and high responsiveness to requests.
- A strong team player who is ready to help other colleagues when needed.
- Good oral and written communication skills.
- Ability to handle multiple ongoing projects and processes with attention to details.

- Ability to work independently.
- Ability to work holidays and overtime hours occasionally as needed.

If interested, please send cover letter and resume to [kramos@birkenstockusa.com](mailto:kramos@birkenstockusa.com). Subject line should list "Payroll Specialist."

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