



Payroll Analyst

BorgWarner Inc., Company Location Auburn Hills, MI, US

Job description

POSITION SUMMARY

The primary responsibility of this position is the preparation and processing of salaried payroll for all employees in North America. The position will act as a liaison between payroll, human resources and finance to ensure all salaried employee payrolls are accurately processed.

POSITION ACCOUNTABILITIES

- Process salary payroll and handle all payroll related matters
- Assist and gather payroll data for various financial/statutory reporting requirements
- Assist in all payroll audits (Workers Comp, 401k, etc.)
- Resident expert on the ADP Payroll system
- Research and verify all payroll discrepancies in a timely manner
- Review and reconcile annual W2 statements
- Review and input timecards from manual and automated time systems
- Support special projects as needed

QUALIFICATIONS - EDUCATION/EXPERIENCE

- High School Diploma
- Minimum 0-2 years of payroll experience in corporate environment
- Experience with ADP Enterprise
- ADP GL, preferred
- Kronos Workforce Timekeeping, a plus
- Workers' Comp and 401K payroll reporting experience
- Thorough knowledge of garnishments, child supports, levies and bankruptcies.
- Payroll certification, preferred
- Proficient in Excel, Word and Outlook

POSITION COMPETENCIES:

- Action Oriented
- Customer Focus
- Functional and Technical Skills

- Informing
- Priority Setting
- Listening
- Problem Solving
- Ethics and Values
- Learning on the Fly
- Process Management

SAFETY:

This position will adhere to the Global Star Safety Framework as well as safety rules, use of equipment, protective devices, safety practices, and training which are outlined in the BorgWarner PTC Safety Policy Manual. This individual will work in manners that stress the importance of preventing incidents and illnesses. He/she must take every reasonable precaution for the protection of themselves and coworkers. In addition, he/she is responsible for reporting all incidents, near misses, and unsafe conditions and behaviors to their immediate supervisor.

Equal Opportunity Employer Statement

It is our policy to recruit, hire, train, and promote individuals who are qualified for any position by reason of education, training, experience, and personal characteristics, without regard to age, race, color, religion, sex, national origin, sexual orientation, disability, veteran, marital status, height, weight, or any other legally protected status

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Job Type: Full Time Regular #R2018-0109

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