



Job Title:	Payroll Coordinator
Location:	Jacksonville, FL
Employment Status:	Non-Exempt
Reports To:	This position will report to the Payroll Manager
Travel (%):	< 5 %
<u>Major Roles & Responsibilities</u>	<p>Kraton Corporation is looking to hire a new member of our Finance Shared Service team in Jacksonville, FL.</p> <p><u>Major Roles & Responsibilities:</u></p> <ul style="list-style-type: none">• Processing the multi-state payroll, including garnishments to 700+ employees consistent with federal and state wage and hour laws into payroll system.• Create management reports for payroll, finance and management team.• Actively communicate with local HR and Plant administration.• Act as a point of contact for all payroll related questions.• Vendor management for payroll and time and attendance system.• Responsible for processing of new hires, temporary workers, transfers, promotions and terminations is accurate and timely.• Maintain payroll guidelines by writing and updating policies and procedures as direct by management.• Communicate actively with Payroll Manager to review cross-departmental impacts and reconcile data sharing.• Prepare documentation for internal and external audits including; SOX, 401k, governmental, R&D and workers compensation.• Other projects as assigned by management. <p><i>The statements above are intended to describe the general nature and level of work performed by employees assigned to this classification. Statements are not intended to be construed as an exhaustive list of all duties, responsibilities and skills required for this position.</i></p> <p><i>Kraton's internal talent acquisition team manages our recruiting efforts and from time to time works with pre-selected/pre-approved external staffing agencies. We do NOT accept unsolicited resumes or candidate referrals from recruiters and/or agencies who are not pre-selected/pre-approved.</i></p>
<u>Skills and Experience</u>	<ul style="list-style-type: none">• Associates degree.• Minimum of 2-5 years' experience.• Experience with payroll software.• Specific experience with Cloud Pay, Kronos, and Success Factor <i>preferred</i>.• Microsoft Office experience (especially Excel)• Accounting knowledge.• Solid analytical skills with an attention to detail.• Service-minded.• Strong interpersonal skills.• High integrity and trust.• Pro-active/priority setting/time management skills.• Excellent verbal and written communication skills with the ability to present clear and well documented findings and recommendations.• Working knowledge of internal controls, policies, procedures.
<u>How to Apply</u>	Submit your resume to jobs@kraton.com