

Job Title:	Payroll Specialist
Location:	Almere, The Netherlands
Employment Status:	Full-Time
Reports To:	Payroll Supervisor
Travel (%):	<5%
<u>Major Roles & Responsibilities</u>	<p>The Payroll Specialist will be part of the Finance Team within the European Shared Service Center located in Almere, The Netherlands. The goal of this position is to handle the accurate and timely processing of payroll for all entities. The Payroll Specialist will work closely with local HR and the payroll providers, and acts as the first point of contact for all payroll related questions.</p> <p>Main tasks</p> <ul style="list-style-type: none"> - Execute the full payroll cycle for assigned entities from input to output validation - Ensure timely payment of salaries, social security charges, wage tax and other payroll related payments - Prepare and monitor monthly funding request - Prepare and update payroll calendar - Maintain excellent relationships with local HR and payroll provider - Ensure compliance with all relevant laws and procedures - Support requests from audit partners internal (including Sox) and external - Provide support in the integration process to Cloudpay - Implement standardization of payroll processes for all entities - Attend to specific payroll questions from internal and external parties - Develop financial and operational reports as needed - Assist in payroll projects and process improvements - Support the Payroll Supervisor and act as back-up when needed <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"> - Minimum of a Bachelor's degree in Accounting or related field - Understanding of US GAAP - Minimum of 1-3 years relevant working experience - Working knowledge of internal controls (including e-Sox), policies, procedures - Proficient in English, and preferably one other European language - Strong analytical skills with attention to details - System knowledge: SAP, MS Office/BI, Consolidation software, CloudPay preferred - Excellent computer skills, especially Excel
<u>How to Apply</u>	Submit your resume to jobs@kraton.com