



ICAP at Columbia University Position Description

Job Title:	Global Payroll Analyst
Reports To (Title):	Senior Director, Strategic Initiatives
Location:	Sub-Saharan Africa, preferably South Africa
Date:	May 2023

POSITION SUMMARY:

Based at Columbia University with operations in more than 40 countries, ICAP is a leader in global public health, internationally known for tackling the world's toughest health challenges—from HIV to tuberculosis, from malaria to maternal and child health, and the growing problem of non-communicable diseases, and most recently, the COVID-19 pandemic. Through innovative research, collaborative technical assistance, and a focus on strengthening health systems, ICAP helps to create better, more accessible, health services to reduce the burden of illness on people and communities. A beacon for inspiring change, ICAP disseminates knowledge and best practices to inspire better population health worldwide.

As a highly valued member of the ICAP Finance Unit, the Global Payroll Analyst will report to the Senior Director, Strategic Initiatives and work collaboratively with colleagues across ICAP to review the monthly global payroll. The incumbent will ensure compliance with ICAP and University policies as well as with local labor law requirements and prevailing employment practices.

MAJOR ACCOUNTABILITIES:

- Verify accuracy of information provided on the monthly payroll files prepared by the country office teams including new hires, end of employment dues, allowances, bonuses for each employee to ensure that employees are paid correctly and within the payroll deadlines
- Complete detailed monthly payroll variance analysis (eg. Gross-to-net, taxes, statutory and non-statutory deductions, etc.) and reconciliation in order to inform management of variances that require further review
- Prepare and maintain accurate records and reports of payroll transactions
- Develop in-depth knowledge of allowances policies, country office local hire manuals and ICAP Standard Operating Procedures
- Partner with ICAP country office based HR and Finance colleagues and the global payroll vendor to resolve employee payroll issues
- Act as a super user of the global payroll system to create reports and respond to audit and ad-hoc payroll data requests
- Escalate payroll related issues, seek advice when faced with complex issues/problems and propose reasonable solutions

- Actively participate in the onboarding process of new hires to provide training and coaching on payroll processes and system and provide refresher trainings upon request
- Act as an advisor on routine payroll related enquiries where the answer is defined by a clear precedent or established procedures
- Identify gaps and seek opportunities for continuous payroll process improvement and suggest appropriate corrective action to Senior Management which can simplify, automate, improve accuracy and/or enhance controls.
- Provides strict protection and respect of confident information and records
- Develop annual payroll calendar for review and approval
- Liaise with global payroll vendor to review and maintain current employee access
- Identify global payroll trends and share recommendations for improvement with the team
- Complete other relevant duties and ad-hoc projects as assigned

EDUCATION:

- Bachelor's Degree required, Business Administration or Accounting degree preferred
- Payroll certification or certificate in global payroll management preferred

EXPERIENCE, SKILLS & MINIMUM REQUIRED QUALIFICATIONS:

- 5+ years of experience preparing payroll for a global organization, non-profit or NGO's
- 3+ years of experience with a global payroll system and development of payroll reports
- Excellent analytical skills and advanced working knowledge of Excel and Microsoft Suite
- Ability to think critically and conduct complex payroll analysis of multi-country payrolls
- Excellent communication skills, both verbal and written with the ability to build rapport and trust with colleagues and vendors
- Ability to develop a clear understanding of payroll processes and their application and new software, applications and processes
- Effectively manage of strict deadlines
- Awareness of when to refer non-routine enquiries to more senior colleagues
- Demonstrated proactiveness and ability to take ownership of role
- Effectively balance independent work while embracing teamwork

TRAVEL REQUIREMENTS:

- 4 to 6 trips per year lasting 1 to 2 weeks may be required