

Global Payroll Manager

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Emeryville CA - HQ

The Basics:

We are looking for an Global Payroll Manager to join our fast-paced growing company in Emeryville, CA. This individual will lead the US payroll team at Headquarters and manage US and International payroll (10 countries and growing). The ideal candidate is experienced in Global Payroll Operations and has a passion for creating innovative payroll solutions. This position will foster relationships with senior internal stakeholders by establishing and maintaining exceptional business relationships and working collaboratively with other organizational teams. The incumbent is expected to run day to day payroll operations, support new and existing pay programs (local and global), manage vendor contracts and relationships, and drive process standardization, automation, and improvement in the controls for payroll globally and ensures process efficiency and effectiveness. They will have a strong working knowledge of US payroll laws and fundamental understanding of International payroll laws and taxes. This role will be part of the Tax and Accounting organization, will manage one direct report and will be responsible for the management of Tanium's payroll service providers.

What you'll do:

- Payroll and benefits process: Manage U.S. and International payroll processing and compliance, analysis of exempt and non-exempt payrolls, work closely with the payroll vendors and accounting teams on various accounting activities, including analysis of expense report reimbursement, monthly/quarterly accounting close activities including account review and reconciliations and account variance analysis.
- Overall management and analysis of payroll operations and related activities that ensure compliance with U.S. and international jurisdictions for 700+ employees and growing. Ensure proper review processes are in place for payroll output from payroll vendors and that all inputs are accurately captured. Includes but not limited to performing payroll analysis such as total gross payroll to net payment, average paid per headcount by country, and comparison of analysis to prior period, etc.
- Employee coordination: Respond to employee inquiries and serve as liaison between employee and third-party providers; educate and counsel employees on how to use ADP Employee Self Service tools and address issues that fall outside the scope of self-service, hourly time tracking and overtime.
- Cross functional partnerships: Drive meetings with cross-functional departments (HR, IT, Legal, Strategic Finance, etc.) to identify and implement payroll process improvements and best practices to drive excellence and eliminate errors.
- Payroll policies and procedures: Develop and implement payroll processes, policies and procedures to ensure proper internal controls, efficiency and a great employee experience. Document policies and procedures on internal Confluence page.
- Third-parties: Manage third-party vendors (including international payroll providers and PEOs) and the preparation, analysis and maintenance of all payroll related reports, including governmental and regulatory filings.
- Partnerships: Work with internal partners in People Operations/Recruiting/Finance/Legal to facilitate and improve the payroll processes, including benefits and withholdings (e.g. leave of absence, employee benefits, 401k, FSA, etc.)
- Compliance: Review all payroll reporting and ensure accurate and timely filing with appropriate government authorities. Support external financial audit. Manage any payroll related audits e.g. 401(k), worker's compensation, ESD, etc.
- Special Projects: Provide ad-hoc support and services as needed.

We're looking for someone with:

- **Education:**
 - BS degree or equivalent. CPP designation strongly preferred Experience.
- **Experience:**
 - Minimum of 12-15 years of end-to-end payroll processing with at least 3+ years proven management/supervisory experience including companies with 500+ employees. International experience with Canadian, EMEA and/or APAC is required.
 - Systems: Advanced level experience with ADP Workforce Now, PlanSource, Concur, Workday, NetSuite (or equivalent ERP) and advanced Excel (think pivot tables and lookups).
 - Process Oriented: Strong understanding of payroll processes and best practices.
 - Excellent management and organizational skills.
 - Technical skills: Thorough knowledge of payroll-related state, legal, tax, and compliance requirements.
- **Other:**
 - Communication: Strong verbal and written communication skills needed to interface and establish rapport with all levels of the organization including executive team members.
 - A proactive, high energy attitude geared towards achieving continuous improvement.
 - Flexibility: Ability to operate in a fast paced, rapidly evolving, and data driven organization.

About Tanium:

Founded in 2007, Tanium invented a fundamentally new approach to security and systems management. Recognized as the "Usain Bolt of cybersecurity," it's no surprise the worlds' largest enterprises and government organizations rely on Tanium to secure, control, and manage the hundreds of thousands of endpoints that comprise their networks effectively; and at unprecedented speed, no matter the size. If you are looking to join a fast-growing, mission-driven company, are prepared to work hard, and want to make a lasting impact on the organization and the industry, we'd love to talk to you. Learn more at www.tanium.com.

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