**Location**

Brookfield Chicago - 350 N Orleans Street, Suite 300

**Brookfield Culture**

Brookfield has a unique and dynamic culture.  We seek team members who have a long-term focus and whose values align with our Attributes of a Brookfield Leader:  Entrepreneurial, Collaborative and Disciplined.  Brookfield is committed to the development of our people through challenging work assignments and exposure to diverse businesses.

**Job Description**

Human Resources Services (HRS) is an internal function providing global operations and business support across Brookfield’s lines of business.

Reporting to the Manager of Payroll, the **Payroll Analyst** is responsible for supporting the US payroll operations team.  The role is split equally between customer service/relations management and technical expertise in payroll processing and tax compliance for all levels of employee: salaried & hourly employees, executive, union and non-union employees, director’s fees, and retirees, and benefits.  The Analyst will ensure compliance with federal, state and local legislation as well as Fair Labor Standards Act that applies to payroll and as well as compliance with company policies and SOC1 requirements.

The Analyst partners with HRIS, Business Unit HR and Accounting/Finance stakeholders to ensure payrolls and remittances are accurate and complete. S/he will complete quarterly balancing, prepare year-end tax files and ensure accuracy of employee tax forms as well as answer general employee and HR inquiries related to pay and tax.

**Responsibilities**

* Responsible for receiving, assessing and validating employee changes (New Hire, Termination, Status), and entering pay changes (Salary, Bonus, Severance, 401k, Health & Welfare Benefits)
* Complete bi-weekly payroll processing including validations and settlement
* Serve as US Payroll tax subject matter expert within the HR, Finance as well as ensuring Workday is configured correctly for all payroll taxation
* Co-ordinate changes of custom reports, journals, new payroll codes as required within the payroll team, partnering with HR Service Desk (HRSD) and HRIS
* Ensure on-going, quarterly and year-end reporting is balanced and filed in accordance with legislation and deadlines are met
* Conduct various payroll audits to ensure accuracy and quality control and work with auditors as required
* Create and maintain all process documentation for existing and new processes
* Prioritize and manage process improvement opportunities
* Maintain continuous level of engagement across all team member and stakeholders

**Qualifications & Requirements**

* Minimum 3-5 years of payroll experience (specifically processing and running payroll)
* FPC certification required; CPP preferred
* Excellent understanding of payroll and accounting
* Service Oriented and capable of working in a high volume, fast paced environment – Shared Services experience preferred
* Experience with large multi frequency, multi type, multi jurisdiction payrolls
* Working knowledge of Workday
* Strong relationship management skills, with a focus on internal client management
* Advanced knowledge of Microsoft Excel and Word
* Excellent verbal and written communication skills
* Employs exceptional interpersonal skills

Brookfield is committed to maintaining a Positive Work Environment that is safe and respectful; our shared success depends on it.  Accordingly, we do not tolerate workplace discrimination, violence or harassment.

We are proud to create a diverse environment and are proud to be an equal opportunity employer. We are grateful for your interest in this position, however, only candidates selected for pre-screening will be contacted.