



PR/087193 | North America Payroll Specialist

募集職種

人材紹介会社
JAC Recruitment USA

求人ID
1578026

業種
小売

雇用形態
正社員

勤務地
アメリカ合衆国

給与
経験考慮の上、応相談

更新日
2026年02月16日 10:47

応募必要条件

職務経験
3年以上

キャリアレベル
中途経験者レベル

英語レベル
流暢

日本語レベル
無し

最終学歴
短大卒：準学士号

現在のビザ
日本での就労許可は必要ありません

募集要項

POSITION TITLE North America Payroll Specialist

POSITION SUMMARY

This position is a leadership role responsible for overseeing payroll operations across North America (the United States and Canada, approximately 600 employee). It plays a vital part in supporting the foundation of the organization by leveraging payroll expertise in a multicultural environment while collaborating closely with HR, Finance, and external vendors.

RESPONSIBILITIES

End-to-End Payroll Management

- Process payroll for salaried and hourly employees across the US and Canada

- Validate payroll data including hires, terminations, salary changes, bonuses, commissions, and deductions
- Ensure payroll is completed accurately and on schedule

Compliance & Regulatory Reporting

- Ensure adherence to federal, state, provincial, and local payroll regulations
- Manage tax filings, remittances, and year-end reporting including W-2s and T4s
- Stay current with payroll legislation and integrate updates into payroll processes

General Ledger & Reconciliation

- Prepare monthly payroll-related journal entries
- Reconcile payroll accounts and resolve discrepancies
- Support Finance with month-end and year-end close activities

Systems & Data Management

- Maintain accurate and confidential payroll records
- Assist with system updates, testing, and audits
- Respond to payroll-related inquiries promptly and professionally

Cross-Functional Collaboration

- Partner with HR to ensure accurate employee data
- Liaise with external payroll vendors and benefit partners
- Provide regular reporting and updates to Finance and leadership

QUALIFICATIONS

- Bachelor's degree in Accounting, Finance, Business, or related field (preferred)
- Minimum 5 years of payroll experience covering both US and Canada
- Strong knowledge of payroll regulations and tax requirements in both regions
- Hands-on experience with payroll systems and HRIS platforms
- Strong attention to detail and analytical mindset
- Ability to manage deadlines in a fast-paced environment
- Excellent communication and cross-functional collaboration skills

LOCATION New York, NY (Hybrid Work/4days at the office, 1day remotely)

SALARY USD65,000-115,000 + Bonus (Eligible Based on Company Performance *not guaranteed)

BENEFITS

- Medical, Dental, and Vision Insurance
- 401(k) Plan
- Employee Merchandise Discount Program

OTHERS

- Occasional overtime may be required during payroll cycles or year-end activities.
- Ability to handle sensitive and confidential information with discretion
- This job description is designed to help communicate the role. This is not an exhaustive list, as you may be required to take on additional tasks as directed by your manager

#LI-JACUS #LI-US #countryUS

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会社説明