

Job Title: Payroll Specialist / Accounts Receivable
Reports to: Treasurer
Location: Connecticut

Nel Hydrogen

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Hydrogen... the most abundant element in the universe is your ticket to a rewarding future. Every day there are reports of how hydrogen (produced by water electrolysis and renewable energy sources) is displacing fossil fuels, reducing greenhouse gasses, and helping to revitalize our planet.

Nel Hydrogen is the global leader in on-site hydrogen generation and the largest electrolyser manufacturer in the world. Armed with a full portfolio of water electrolysers and hydrogen fueling station technologies, Nel Hydrogen is leading the charge into the new green hydrogen economy.

If you are driven by personal initiative combined with loyalty and commitment to your team and the ability to convert complex issues into simple solutions, then we want to talk to you. Help make the world a better place. Join a company that is on the cutting edge of new energy innovations, with an energized, progressive culture.

POSITION SUMMARY

Under the direction of the Treasurer, The Payroll Specialist performs all aspects of payroll administration for a 100-employee population. The Payroll Administrator is primarily responsible for ensuring that all employees are paid in a timely and accurate manner. This position also will be accountable for Accounts Receivable and collections work for the company.

RESPONSIBILITIES:

Payroll Administration

- Perform all aspects of payroll administration including but not limited to primary liaison responsibilities with external payroll service provider. Prepares, analyzes, and transmits payroll data to the payroll service provider electronically.
- Compiles payroll data and statistics for the calculation of payroll and to perform complex analysis.
- Prepares and/or reviews data upload of payroll data to general ledger
- Performs queries as well as researches and responds to inquiries related to payroll tax, benefits, garnishments, and payroll operations.
- Assists with the processing of infrequent off-cycle manual payroll checks.
- Works collaboratively with Human Resources to update employee payroll information including new employee, change of status employees, benefit deductions, credits, and employee terminations in ADP.
- Aid with all internal and external audit requests related to payroll.
- Maintains through ADP all personal time off accruals.
- Ensures appropriate internal controls are maintained.

- Works with employees to help them understand payroll adjustments.
- Understands Company's employee policies regarding compensation, work schedules, time away from work policies and practices.
- Reviews Company's policies for payroll tax regulatory compliance supported by the controller or treasurer and implement changes to the Payroll system accordingly.

Accounting responsibilities

- Update daily reconciliation of cash including download bank activity, reconcile general ledger and apply cash received to open accounts receivable.
- Assist in invoicing shipments and advance invoices, as needed and assistance in the collection of accounts receivable by contacting customers by phone and/or by e-mail.
- Assist controller with special projects including account reconciliations and ad hoc reporting to support inquiries from internal customers and/or parent corporation.

QUALIFICATIONS:

- Minimum of an Associate's degree or equivalent required, Bachelor preferred.
- Certified Payroll Professional (CPP) or other certification preferred but not required.
- Minimum 3 years' experience in payroll administration.
- Understanding of basic accounting principles and strong financial acumen.
- Experience with third party payroll service. Previous ADP Workforce Now experience would be preferred
- Strong analytical skills, with the ability to exercise good judgment and make decisions based on accurate and timely analysis.
- Able to function independently while operating effectively within a team environment.
- Possess solid general computer skills, including ability to work in a Windows environment. Proficiency with Microsoft Office Suite (Word, Excel, etc.), Internet, and other programs as needed (e.g., mail merge, data base management).
- Demonstrated ability to handle complex and multiple tasks in a professional and efficient manner.
- Professional, courteous demeanor and appearance; ability to engage positively and work professionally all employees

Competencies:

Ethical Practice
 Communication
 Positive Demeanor
 Attention to Detail
 Time Management
 Prioritization
 Critical Thinking
 Relationship Management
 Conflict Management
 Business Acumen

The above statements reflect the principal functions of the position and shall not be construed as a detailed description of all work requirements that may be inherent in the job.

Nel Hydrogen provides comprehensive health and insurance benefits for its employees as well as a stock option plan. The Company offers competitive paid vacation time, sick leave, and holidays.

The Company has a published Code of Conduct that all employees are expected to follow.

Visas

- Nel will only employ those who are legally authorized to work in the United States. This is not a position for which sponsorship will be provided.
- Individuals with temporary visas such as E, F-1, H-1, H-2, L, B, J, or TN or who need sponsorship for work authorization now or in the future, are not eligible for hire.

We are an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected by law. All employment is decided based on qualifications, merit, and business need.

To apply, please e-mail your cover letter and resumé to: nelctcareers@nelhydrogen.com.