

Senior Payroll Specialist

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Company: Tanqeeb

Location: Bahrain

Category: office-and-administrative-support

Company Intro

Booking Holdings (NASDAQ: BKNG) is the world leader in online travel and related services, provided to customers and partners in over countries and territories through six primary consumer-facing brands - , KAYAK, Priceline, , , and OpenTable. The mission of Booking Holdings is to make it easier for everyone to experience the world. During , the Company had consolidated revenues and net income of \$15.1 billion and \$4.9 billion, respectively, and a current market value of approximately \$90 billion.

Booking Holdings Bangalore is a Center of Excellence based in Bangalore, India and a legal entity of Booking Holdings Inc. The Center was created to support the increasing business demands of the Booking Holdings Brands. The Center of Excellence provides access to specialized and highly skilled talent, leading industry best practices, and collaboration opportunities across all of the Booking Holdings brands and business units.

Job Overview

As a Senior Payroll Specialist you will be responsible for managing the end to end payroll for India. On a monthly basis this includes running the payroll reports, coordinating & checking the payroll with an external vendor, preparing the journal and making sure payments are made timely & accurately, while adhering to local and SOX regulations. You

will need to maintain relationships with the external payroll vendor as well as internal stakeholders. In this position you will be part of a dynamic, humble and open minded international team, who manage payroll for our offices in Europe, Middle East, Africa, Latin America, Asia and Oceania. The role will be based in Bangalore, India and report operationally to the overseas based Regional Payroll Manager with a second reporting line to the Booking Holdings India COE HR Lead.

To be successful in this role, you will need to demonstrate the ability to work independently as well as be a strong contributor within our internal account team and key stakeholders for Booking Holdings India COE organization. Interpersonal skills, strong communication and the proven ability to work accurately with tight deadlines and a strong focus on results are a must. Our employees are some of the best and brightest and working with them will be both challenging and rewarding. So, if you can do it all with a smile and a great attitude that is a huge plus.

In this role, you will collaborate closely with various stakeholders such as People Operations, C&B, People Systems, Finance, Risk & Control, HR Advisory and other COE experts.

What You'll Be Doing

Be responsible for the maintenance and preparation of the payroll process

Be responsible for data validation and resolving discrepancies within tight deadlines;

Manage relationships with our in-country Payroll provider with focus on the accuracy and timely receipt of payroll services

Coordinate payroll approvals & funding instructions with the Finance team

Prepare monthly payroll reconciliations, journal and accrual reports

Ensure compliance with statutory regulations, company policies, and Sox requirements

Reply to tax notices, wage orders, unemployment claims, government correspondences, and verification of employments for international entities

Act as a point of contact for employees and key stakeholders on Payroll related matters.

Support Finance teams with month-end close and reporting activities

Support various internal and external audits

Provide payroll feedback and data when required to support ongoing HR projects and assist in design, planning and coordination of locally specific initiatives which may impact Payroll operational excellence

Coordinate Year End payroll activities in alignment with HR and Finance stakeholders

Stay up to date with local payroll regulations, such as tax & provident fund legislation

Identify process harmonization opportunities together with Payroll Leads and key stakeholders, set priorities and own implementation planning.

What You'll Bring

Bachelor/Master degree

Minimum 3+ years of experience working in an payroll/accounting environment;

Strong experience in end to end payroll processing for India and CTC structures within a dynamic, international environment;

Experience & knowledge on Tax related benefits within the IT industry

Experience managing internal and external stakeholders such as other HR functions, employees, and local payroll providers;

Experience with HR technologies (Workday, SAP, PeopleSoft);

Experience in a shared service environment is a preference.

Experience with Microsoft Office and Google tools such as Excel, Powerpoint, Google sheets, etc

Excellent communications skills in English and Hindi;

Ability to work effectively as an individual and as a team member;

Ability to manage fast paced environment;

Ability to take ownership of payroll processes;

Problem solving mindset & positive attitude;

Excellent organizational skills and ability to multitask;

A high level of accuracy and attention to detail;

Available to travel;

You will also need to be versatile, flexible and adapt quickly to the latest guidelines/changes from Booking Holdings India Private Limited and International B.V

About BKNG

Booking Holdings is the world leader in online travel & related services. Our teams work around the clock to build and improve the technology that empowers people to more freely travel across borders, time zones, languages and cultures. At Booking Holdings, we make it easier for everyone to experience the world every day through seamless technology powered by our six major

OpenTable

Through the Booking Holdings brands, we help our customers reach all corners of the earth. Our ability to provide great service rests on how well we understand our diverse customer base, which is why having a diverse team is so important to us. We bring together employees from all walks of life and we are proud to provide the kind of inclusive environment that stimulates innovation, creativity and collaboration.

EEO Statement

Booking Holdings is an equal opportunity employer in accordance with all applicable federal, state and local laws. We ensure equal employment opportunity to all employees and applicants without discrimination or harassment based on race, religious creed, color, age, sex,

sexual orientation, gender identity, national origin, religion, marital status, medical condition, disability, military service, pregnancy, childbirth and related medical conditions, or any other classification protected by federal, state, or local law.

Booking Holdings also extends this policy to every phase of the employment process including, but not limited to, recruitment, selection, placement, transfer, training and development, position elimination, restructure, promotion, compensation, benefits, layoffs, termination, and all other conditions or privileges of employment. Booking Holdings and its Affiliated Companies are Equal Employment Opportunity employers and welcome all job seekers including individuals with disabilities and veterans with disabilities. If you have a disability and believe you need reasonable accommodation in order to search for a job opening or apply for a position, please email [البريد الإلكتروني](#) with your request. M/F/V/D/SO

Pre-Employment Screening

If your application is successful, your personal data may be used for a pre-employment screening check by a third party as permitted by applicable law. Depending on the vacancy and applicable law, a pre-employment screening may include employment history, education and other information (such as media information) that may be necessary for determining your qualifications and suitability for the position.

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