



Pay/Bill Supervisor

Americas (Remote)

The Pay/Bill Supervisor is responsible for managing a team of Pay/Bill Specialists. This role reports to the Payroll/Billing Manager. The areas of responsibility will include supporting the Manager in all functional areas of processing time capture, payroll and billing.

What you'll get to do:

- Ensure payroll and billing transactions are processed in a timely and accurately
- Ensure that employee and vendor payroll and account records are up to date as required
- Oversee administration of rate changes, and other updates
- Supervise collection, review and input of time and expenses for assigned clients across all pay cycles (weekly, bi-weekly, semi-monthly, monthly) and entities
- Manage escalated payroll and billing inquiries and issues
- Create and maintain process and policy documentation as it relates to Pay/Bill functions
- Provide monthly accrual pay & bill amounts for unbilled or late time
- Balance the team's workload for maximum efficiency
- Manage team calendar for attendance and holiday coverage
- Hire and train new team members
- Provide coaching, and counseling to current team members
- Develop and maintain thorough knowledge of People2.0 applications
- Manage and facilitate regular team communication
- Work effectively with People2.0 Ambassadors within and across functions

Skills and experience we value:

- Bachelor's degree in finance, accounting and/or payroll
- Minimum of two (2) years leadership experience is required
- PCP or similar designation is considered an asset
- Superior communication skills, both verbal and written
- Proven problem resolution for achieving quality client satisfaction
- Ability to prioritize with exceptional time management skills to produce results in a fast-paced and dynamic environment
- Proficient Microsoft Office skills (specifically Excel, Word, Outlook)
- Professional manner and customer service focus
- Able to thrive both independently and in a team environment

Benefits and location:

- Eligible for variable compensation plan based on performance and company goals
- Paid vacation, sick days, and holidays
- Healthcare insurance
- Retirement plan
- Many more ancillary benefits



How to apply:

Send your cover letter and resume to recruiter@people20.com and reference the job title and location.

About People2.0

People2.0 is the world's largest global employer of record (EOR) and agent of record (AOR) services platform, created exclusively to serve the talent ecosystem, including staffing agencies, search and recruiting firms, individual recruiters, mass talent procurement organizations, and compliance, contracting, and consulting companies.

People2.0 enables talent providers, large and small, to place anyone in any work arrangement, anywhere—simply, quickly, and compliantly. Our global team is dedicated to helping our customers expand their value proposition, optimize opportunities to access the global talent pool, and create a borderless world of unlimited growth for their business. [People20.com](https://people20.com)

People 2.0 is an equal opportunity employer and welcomes and encourages applications from people with disabilities. Accommodations are available to applicants taking part in all aspects of the selection process. If you require accommodation for a disability at any stage of the recruitment process, please contact HRCanada@people20.com.