

Payroll & Tax Specialist – HR Shared Services (Individual Contributor)

Your tasks

HOW YOU WILL MAKE AN IMPACT

We are seeking an experienced **Payroll and Tax Specialist** to oversee and manage all aspects of payroll and tax administration for our U.S. operations. This role will ensure accurate and timely processing of payroll, compliance with federal, state, and local regulations, and effective coordination with HR and Finance. The Sr. Payroll and Tax Specialist will also lead process improvements, implement best practices, and provide exceptional service to employees regarding payroll-related matters.

Core Responsibilities:

- Manage multi-state, biweekly, and monthly payroll cycles, posting to multiple finance systems, garnishment administration, job development incentives, and tax operations.
- Manage the documentation of standardized processes to ensure compliance with all federal, state, and local wage and hour laws, tax regulations, reporting requirements, labor laws and corporate standards.
- Review, Validate and Approve all payroll and tax-related funding and ensure timely submittal to third party providers.
- Oversee Payroll and Tax tickets and serve as escalation for services performed by the HR outsourcing company.
- Handle complex tax entries related to executive compensation and expatriate taxation.
- Complete and oversee year-end processes, including W-2, W-4, and other required filings.
- Partner with HR to reconcile payroll with benefits, 401(k), bonuses, and other compensation programs.
- Liaise with Finance to establish annual budget, cash flow forecasting and cost center allocations.
- Coordination of payroll related projects, including system implementations, process improvements, and M&A activity.
- Manage relationships with payroll vendors, auditors, and external partners.
- Monitor industry trends and regulatory changes impacting payroll and ensure system updates.
- Manage Unemployment and Payroll Vendor.

Additional Responsibilities:

- Serve as country process owner for defined HR process families (e.g. workforce data management, payroll, time management, HR services)
- Ensure implementation of key process controls for the country to mitigate risks related to compliance, HR data security, GDPR and



Job ID

REF5953P

Field of work

Human Resources

Location

Auburn Hills

Leadership level

Leading Self

Legal Entity

AUMOVIO Systems, Inc.

other regulations

- Communicate changes and improvements via multiple platforms and mediums

Vendor Management & Relationship Management

- Monitor the service delivery of BPO vendor and others to address any service gaps.
- Act as the primary liaison with all payroll vendors for defined countries and processes in the region and participate in regular meetings.
- Serve as the contact point for in-house HR Services to ensure timely, effective delivery of quality services in accordance with agreed SLAs and KPIs.
- Monitor and continuously improve Service Level Agreements (SLAs) and performance metrics (KPIs)
- Act as the first point of contact for business change requests.

System Support

- Manage change requests in alignment with business needs and legal requirements.
- Validate change requests and forward to HR IT for further review; document all requests and system changes
- Monitor and interpret US legal regulation changes and steer internal decision-making processes with stakeholders.
- Final approval of system adjustments executed by BPO provider, as well as communication and coordination of necessary tests by locations.
- Provide HR system support for defined HR systems in the US. Coordination of needed changes / adjustments.

Your profile

WHAT YOU BRING TO THE ROLE

Required Qualifications:

- Bachelor's degree in business or a similar field, or 4 years of relevant work experience in lieu of a degree
- Minimum 2 years of relevant Payroll experience sitting in a payroll dept/team
- Minimum 2 years of experience with ADP.
- Microsoft applications (Word, Excel, and PowerPoint) intermediate level
- Must possess and embody the highest level of professionalism and ethical standards.
- Must possess outstanding interpersonal skills, including skills in conflict resolution.
- Must be able to manage multiple projects with minimal supervision
- Must be able to work in a fast-paced environment and adapt to frequent interruption and change.
- Must have the ability to work with all levels of the organization
- Highly analytical and detail-oriented
- Excellent verbal and written communication skills
- Ability to solve problems independently

OPEN TO VISA?

- Legal authorization to work in the U.S. is required. AUMOVIO will not sponsor individuals for employment visas now or in the future for this job posting.

RELOCATION PACKAGE OFFERED?

- AUMOVIO will not offer relocation assistance for this opportunity.

ADDITIONAL WAYS TO STAND OUT

- Bachelor's degree in human relations preferred.
- Expert level/highly advanced knowledge of SAP
- Expert level with ADP
- Demonstrated ability to deal with adversity and rapidly changing operating conditions while delivering results
- Proven ability work successfully in an ambiguous environment
- Prove track record of sound-decision making, taking ownership, and developing new ideas and creative solutions while delivering results

Our offer

THE PERKS

- Immediate Benefits
- Robust Total Rewards Package
- Paid Time Off
- Volunteer Time Off
- Employee Discounts
- Competitive Bonus Programs
- Employee 401k Match
- Employee Assistance Program
- Future Growth Opportunities, including personal and professional
- And many more benefits that come with working for a global industry leader!

All your information will be kept confidential according to EEO guidelines.

EEO-Statement:

EEO / AA / Disabled / Protected Veteran Employer. AUMOVIO offers equal employment opportunities to all qualified individuals, without regard to unlawful consideration to race, color, sex, sexual orientation, gender identity, age, religion, national origin, disability, veteran status, or any other status protected by applicable law. In addition, as a federal contractor, AUMOVIO complies with government regulations, where they apply, including affirmative action responsibilities for qualified individuals with a disability and protected veterans. To be considered, you must apply for a specific position for which AUMOVIO has a current posted job opening. Qualifying applications will be considered only for the specific opening(s) to which you apply. If you would like to be considered for additional or future job openings, we encourage you to

reapply for other opportunities as they become available. Further, AUMOVIO provides reasonable accommodations to qualified individuals with a disability.

Ready to take your career to the next level? The future of mobility isn't just anyone's job. Make it yours! **Join AUMOVIO. Own What's Next.**

About us

Since its spin-off in September 2025 AUMOVIO continues the business of the former Continental group sector Automotive as an independent company. The technology and electronics company offers a wide-ranging portfolio that makes mobility safe, exciting, connected, and autonomous. This includes sensor solutions, displays, braking and comfort systems as well as comprehensive expertise in software, architecture platforms, and assistance systems for software-defined vehicles. In the fiscal year 2024 the business areas, which now belong to AUMOVIO, generated sales of 19.6 billion Euro. The company is headquartered in Frankfurt, Germany and has about 87.000 employees in more than 100 locations worldwide.