



# Payroll accountant - Accounts Receivable

## About Albea & the Product line that is recruiting

Albéa is a global leader in beauty, personal care, oral care, pharmaceutical and food packaging. Our site, Albéa Shelbyville is specialized in Laminate Tubes for Oral, Cosmetic & Pharmaceutical Markets.

## Scope

- Maintains payroll information by collecting, calculating, and entering data
- Updates payroll records by entering changes in exemptions, insurance coverage, savings deductions, and job title and department/division transfers
- Prepares reports by compiling summaries of earnings, taxes, deductions, leave, disability, and nontaxable wages
- Determines payroll liabilities by calculating employee federal and state income and social security taxes and employer's social security, unemployment, and workers compensation payments
- Resolves payroll discrepancies by collecting and analyzing information
- Provides payroll information by answering questions and requests
- Maintains payroll operations by following policies and procedures; reporting needed changes
- Maintains employee confidence and protects payroll operations by keeping information confidential
- Contributes to team effort by accomplishing related results as needed
- Other duties as assigned

## Main activities

- Timely and orderly completion of documents necessary to support receivables and payroll functions using ADP
- Maintain accurate and credible record maintenance and retention
- Maintain raw material balances between two systems
- Maintain tracking for costing/receivables analysis
- Complete audit requests for payroll and accounts receivables/payable testing
- Backup for Accounts Payable position

## Accountability including KPIs

High School education or equivalent

3-5 yrs AP and Payroll experience, preferably using SAP and ADP

High level attention to detail and keypunch accuracy

Manufacturing experience and understanding of material workflow necessary

Adapt easily to schedule changes.

Able to communicate to other departments and all levels of management.  
Works well under pressure.

**Profile (Experience & qualifications)**

High School education or equivalent  
3-5 yrs AP and Payroll experience, preferably using SAP and ADP  
High level attention to detail and keypunch accuracy  
Manufacturing experience and understanding of material workflow necessary  
Adapt easily to schedule changes.  
Able to communicate to other departments and all levels of management.  
Works well under pressure.

**FUNCTION**

---

Finance- Accounting - Audit

**LOCATION**

---

Shelbyville, TN

**APPLICATION EMAIL ADDRESS**

---

jobs.shelbyville@albea-group.com

**TYPE OF CONTRACT**

---

Permanent

**DESCRIPTION**

---

Responsible for timely and orderly completion of documents necessary to support receivables and payroll functions.