Join a team that is changing millions of lives.

Transforming smiles, changing lives.

At Align Technology, we believe a great smile can transform a person's life, so we create technology that gives people the confidence to take on whatever's next. We revolutionized the orthodontic industry with the introduction of the Invisalign system, and we have never lost sight of that spirit of innovation. Our diverse and collaborative teams are constantly pushing the boundaries of what's possible.

Ready to join us?

About this opportunity

The **Payroll Analyst** opportunity allows for a great partnership with employees and teams. The position has significant responsibilities and will lead activities that will be performed as part of the payroll, HR, and accounting lifecycle.

In this role, you will…

- Ensure accurate and timely processing of the US and Canadian (CAD) payrolls and have knowledge related to benefits and taxes of each.
- Review, audit, and process accurate US and CAD bi-weekly ~~& semi-monthly payrolls~~ with knowledge and experience related to company policies, taxes, benefits and statutory wage and hour laws.
- Review, audit, and process employee payroll related transactions for 1,800+ employees to the payroll system including but not limited to salary changes, benefit deductions, direct deposit maintenance, terminations, leave of absences, wage garnishments, stock and equity transactions, manual checks, and the calculation of hourly timecards.
- Follow payroll procedures while interpreting and evaluating policies and procedures and suggesting changes for improving the responsiveness, efficiency, and accuracy of the process.

- Oversee a variety of issues and challenges that might occur in conjunction with employee pay. This may include hours, pay rates, benefit deductions and special payment related variances taking action to resolve prior to pay finalization.
- Onboard employees from Workday to the ADP WFN system and ensure they are properly provisioned for access and payroll processing.
- Review timecards for exceptions while collaborating with employees and managers to ensure accuracy and completeness prior to payroll processing.
- Manage leave of absence (LOA) as it relates to payroll processing and coordinate and advise HR/Benefits of any irregularities such as overpayments or accrued deduction balances.
- Prepare, audit, and distribute bi-weekly and monthly payroll reports to management.
- Coordinate 401k report and RRSP fund distribution to the plan administrator and reporting requirements with plan administrator.
- Maintain 404 Controls for US and CAD payroll.
- Provide system training to employees (ADP payroll and timecard system), preparing and distributing quick-reference guides and other materials as needed.
- Work closely with HR and Tax department for workers comp, 401k, and audits.
- Provide responsive documentation for audits and court-ordered subpoenas.
- Continue education regarding new tax and reporting requirements.
- Ensure the effective fulfillment of objectives and deadlines assigned to the group.
- Comply with all safety policies, practices, and procedures. Report all unsafe activities to supervisor and/or Human Resources.
- Participate in initiative-taking team efforts to achieve departmental and company goals.
- Other duties as assigned.

In this role, you'll need ...

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill,

and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

- Strong organization, analytical, interpersonal, and oral and written communications skills.
- Bachelor’s degree or equivalent experience.
- 4+ years processing US multi-state and multi-cycle payroll for non-exempt and exempt employees.
- 2+ year processing Canada, multi-provincial payroll for non-exempt and exempt employees.
- ADP Workforce Now highly desired.
- Workday/HCM experience preferred.
- SAP experience preferred.
- CPP preferred.
- Experience with stock and equity programs preferred.

Sound like a good fit?

Great! Click the "Apply" link to let us know you are interested. Not the right fit? Don’t worry, Align is quickly growing so we are creating more opportunities to expand our Align family. Please consider joining our Talent Network to receive notifications about future jobs or sharing this opportunity with others in your network.

About Align

Align Technology is a publicly traded medical device company that is transforming smiles and changing lives. Our global team of talented employees develop innovative technology, tools and treatment options to help dental professionals worldwide achieve the clinical results they expect. Our digital ecosystem combines the power of technology to create beautiful smiles through the integration of AI and machine learning, digital imaging and visualization, biomechanics and material science to develop the Invisalign system, the most advanced clear aligner system in the world; iTero Intraoral Scanners

and OrthoCAD digital services. Did you know? Align is the world's largest manufacturer of custom 3D-printed materials.

By joining Align, you will be part of a global, fast-growing company in one of the most dynamic industries. Great people, innovative technologies, and meaningful work – these are just some of the things employees say make Align Technology a great place to work.

We respect your privacy. Please review our Applicant Privacy Policies for additional information.

Global Diversity Statement:

At Align, we believe in the power of a smile, and we know that every smile is as unique as our employees. As we grow, we will continue building a workforce of diverse cultural backgrounds and life experiences and fostering a culture of open-mindedness and compassion for all our employees. We live our company values by promoting healthy people and healthy communities. All with the intent of changing millions of lives, one unique smile at a time.

Equal Opportunity Statement

It is our policy to provide equal employment opportunity in all of our employment practices without regard to race, color, religion, sex, national origin, ancestry, marital status, protected veteran status, age, individuals with disabilities, sexual orientation or gender identity or expression or any other legally protected category. Applicants for positions with Align must be legally authorized to work in the country which they are applying for and verification of employment eligibility will be required as a condition of hire.