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# Title: Payroll & Billing Manager - EMEA

Location: Amsterdam, Netherlands

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## Company Overview

People 2.0 ([www.people20.com](http://www.people20.com)) offers global Employer of Record (EOR) and Agent of Record (AOR) services tailored to serve two distinct client channels: Market Makers in talent and Independent Contractors.

The “Market Makers in talent” channel is comprised of services that match supply and demand for talent and consists of four segments: staffing agencies, search and recruiting firms, mass talent procurement services and consulting/compliance/contracting organizations. By utilizing People 2.0, Market Makers gain the benefit of adding EOR and AOR deployment options to the talent placement services they provide.

## Position Overview

The Payroll & Billing Manager is responsible for ensuring EMEA external payroll for a cluster of countries in EMEA is processed on time and accurately each week-/month. The position supervises a team of Payroll Specialist and works hands on in this team as well. Managing all day to day operations for in house payroll, outsourced payroll and partnerships. As well as all related billing processes.

## Primary Responsibilities

- Managing a team of 8 – 10 Payroll Specialists across EMEA
- Managing and processing payroll and billings for a number of countries across EMEA group
- Working closely with the other EMEA Payroll Manager to optimize and standardize processes
- Working and collaborating with our accounting team
- Process payroll for multiple clients for various roles, payment types and schedules
- Ensure management of payment schedules to guarantee that payroll is completed timely and with a high level of accuracy
- Tracking and follow up on all stop payments and rejections
- Administration of rate changes, and other data related to employee records
- Respond to inquiries from employees, managers, and various external agencies regarding payroll
- Hands on in overseeing and processing multiple EMEA payrolls
- Producing monthly reports for managers and investigating any queries
- Assisting with audits throughout the year
- Explain variances to prior month, prior year and to budget in relation to billing
- Uploading invoices to general ledger system and reconciling to invoice system
- Actively participate in regular Management meetings
- Deliver communications to Internal staff whenever necessary (e.g. Staffing Changes, Member Announcements etc.)

## Skills and Experience

- Prior payroll & billing experience in the multiple countries

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- Proficient use of MS Office products
- Strong Excel and math proficiency skills
- Critical attention to detail and problem solving
- Demonstrated excellent phone customer service skills and email etc.
- Demonstrated ability to learn and apply basic concepts in new situations.
- Ability to multi-task, set priorities, and follow up in a timely manner.
- Ability to collaborate and work effectively in both team environment as well as work independently
- Good communication skills across organization levels and with many different stakeholders
- Proficiency in IT systems, Microsoft Navision and Microsoft Dynamics would be an advantage
- Managing a team in multiple countries
- Demonstrated experience handling and protecting confidential information

### **Education and Qualifications**

- Minimum of Associate's degree in applicable field
- Minimum 5 - 10 years' experience
- Fluent in English
- German an advantage

If you are interested in the role, please apply by sending a covering letter and your CV to [recruiting@emea.people20.com](mailto:recruiting@emea.people20.com)