

**CIS International Holdings (N.A) Corp.** is a Los Angeles, California, U.S.A based Company consists of a group, employing over 400+ people & currently serving B2B & B2C customers in North America.

Established in 1991, it now has a global supply chain spanning Sri Lanka, Thailand, China, Fiji & Australia etc. The Company has ambitious plans to grow in North America & other Global markets, within the broader Global Pet Industry that has proven to be recession & pandemic proof.

**On the B2C front** LiveAquaria is the premier brand and the market leader for Live Aquatics & supplies. Visit [www.liveaquaria.com](http://www.liveaquaria.com).

**On the B2B side** CIS Int'l is a major supplier to the top North American Pet Supply chains with a total of approx. 3300 stores.



# WE ARE HIRING

**CIS Int'l Holdings (N.A) Corp's** current lines of business span across Culturing Corals, Livestock Breeding, wholesale importing & distribution of Coral & Live Tropical Fish, Aquatic Wood, Aquatic Plants, Live Rock & many ornamental fish accessories.

At CIS Int'l & its subsidiaries - we work to be the **"Employer of choice"** for all IT & Knowledge professionals. Our experts are our pride and are continuously empowered to take risks & play a pivotal role in making the Company a success.

**TeKnowledge Shared Services Ltd** in Sri Lanka is our offshore Knowledge, Technology & R&D center for the design, delivery and support of our flagship software platforms used for offering the Digital customer engagement, eCommerce, Digital Marketing, ERP, Supply chain & Warehouse management, Networking, Mechatronics, Automation & advanced analytics to **drive our B2B & B2C businesses.**

**We invest** time, money and effort in helping **you** to build your confidence, decision making ability, ambition & career path. We do this by keeping you updated, challenging you to think outside the box, feed you with the latest trends in technology & help you upgrade your skills where needed.

## Executive - Human Resources (Payroll)

We are on the lookout for an Executive - Payroll that performs at a world-class level, displays impeccable attention to detail, and consistently delivers with excellence.

### WHAT YOU WILL BE ACCOUNTABLE FOR:

- ❖ Liaise with relevant parties and execute salary Updates, processing and executing the bi-weekly payroll of Live Aquaria Holdings, weekly payroll of CIS International Distributors Inc, in a timely and accurate manner whilst connecting with relevant parties for Validation & Processing to rectify issues and bottle necks, thereby minimizing delays.
- ❖ Maintain and record keeping of Quick Books.
- ❖ Processing of Annual W-2 forms for the company.
- ❖ Maintain accurate employee records such as leave, absenteeism/ no-pay, incentive and other documents related to employee details, in order to support administrative and statutory requirements and audits.
- ❖ Create, update and maintain accurate employee salary details and personal files appropriately assuring confidentiality while ensuring salaries, increments and arrears are processed with the required authorization.
- ❖ Generate the payroll input report, complete the reconciliation and forward to the Finance Department for payment of salaries within the stipulated timelines.
- ❖ Examine the issues faced by Payroll users on a day-to-day basis and take necessary action to reconcile such issues whilst, highlighting/ directing concern areas to the systems team to prevent re-occurrences.
- ❖ Ensure to adhere to the requirements and standards concerning statutory, non-statutory compliance and reporting, whilst submitting Tax information etc. and dealing with necessary internal/external parties in a timely and efficient manner.
- ❖ Ensure timely, accurate and seamless execution of tasks related to the Compensation, Payroll Administration and Statutory Compliance areas, whilst updating required documents and records as per specified Standard Operating Procedures (SOPs) and Service Level Agreements (SLAs) for accuracy and maintenance of an efficient process.
- ❖ Perform additional duties commensurate with the current role, as and when requested by management.

### REQUIRED EXPERIENCE, SKILLS AND KNOWLEDGE:

- ❖ BSc in Accounting, Human Resources or relevant field.
- ❖ Proven work experience of 2-3 years in overall payroll functions.
- ❖ Experience on handling US based payroll would be an added advantage.
- ❖ Hands-on experience with HRIS and accounting software.(Quick Book)
- ❖ Strong Math skills with an ability to spot numerical errors.
- ❖ Sound knowledge on new labor laws and regulations.
- ❖ Strong Time-management skills and attentive to details.
- ❖ Ability to handle confidential information.
- ❖ Ability to meet strict deadlines.
- ❖ Willing to work long hours when required.



IDEAL CANDIDATES ARE WELCOME TO APPLY IMMEDIATELY: [careers@eteknowledge.com](mailto:careers@eteknowledge.com)