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# Example of SAP Specialist Job Description

Our growing company is looking for a SAP specialist. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for SAP specialist

* Collecting, auditing, validating time and attendance data recorded by multiple T&A systems to ensure proper transfer into SAP Time and Payroll for evaluation
* Assists site time administrators with issue resolution prior to site sign-off
* Reviews and reconciles calculations including complex non-standardized pay rules, accruals, and manual entries
* Identifies and escalates gaps in expected results, and documents evidence for all time-related internal controls
* Executes day to day activities with ADP ancillary services to record and process timely transactions and reconciles with payroll accounting which includes ADP Wage Garnishment Services, ADP Wage Payment Services, ADP Print Services and ADP Tax Services
* Takes appropriate action to make timely corrections between internal payroll results and ADP inbound reporting
* Performs transactional ACH reversals & rejections, check voids, stop payments, reversals & replacements, and also actions stale-dated items in collaboration with Payroll Accounting SME
* Communicates processing and data entry deadlines to all affected work streams, and coordinates with the work streams for timely submissions & corrections throughout the payroll process
* Collaborates with various work streams and/or vendors to ensure completeness & accuracy of data & interfaces required to support payroll operations
* Provides support, reconciliation, and delivery/receipt/action of third party outbound interfaces

## Qualifications for SAP specialist

* Sybase and/or DB2 knowledge is ideal (installation, management, backup & recovery)
* Position can be located in either Tinton Falls, NJ or remotely
* Documents all work processes, error resolutions, and SOX control evidence, per process guidelines
* Bachelor’s degree in accounting, business, finance or any related field AND a minimum of 5 years’ of experience in Payroll operations
* Must have a minimum of 2 years in SAP Payroll, Time, and Benefits Modules
* Proficient with EXCEL and Microsoft office