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# Example of Analyst, Payroll Job Description

Our growing company is hiring for an analyst, payroll. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for analyst, payroll

* Process and load files received from our international accountants
* Review employees classifications for proper tax treatment and adjust when necessary
* Meet established payroll deadlines
* Participate in calls with the business and the Global Mobility staff
* Utilize the Enterprise EV5 payroll to process all transactions
* Follow up on open items due to employee tax payments
* Process International employees stocks transactions and consider all tax implications
* Book and differentiate taxes charged to hypo tax
* Providing oversight to payroll and benefits administration activities across the UK, Channel Islands, Ireland, Dubai and South Africa delivered by various providers, to include coordinating related activities with Finance, Legal, , as needed
* A particular hands on approach is required with an initial focus on the processing of the South Africa and Channel Islands payroll (Both outsourced)

## Qualifications for analyst, payroll

* Partnering with others in Shared Services to ensure a strong governance model and control framework exists for all payroll, benefit and pension activities, as appropriate
* Ensuring correct statutory and payroll treatment of inbound and outbound assignees and short term business visitors via liaison with Global Mobility & external tax consultant
* Providing oversight to all payroll and employment tax audit activities, including maintaining a working relationship with local revenue and governmental agencies
* Responsible for UK employment taxation and governance including expense policy review, PSA and P11d processes
* Oversees personnel file documentation administration
* Support new system implementation project and cross functional initiatives