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# Example of Analyst, Payroll Job Description

Our innovative and growing company is searching for experienced candidates for the position of analyst, payroll. 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 analyst, payroll

* Release completed payrolls to ADP
* Ensure that all batches are in balance and that all appropriate payrolls have been released
* Process salary continuation payments
* Review accruals
* Run eTime reports
* Run weekly and ad hoc reports
* Follow-up with managers/HR as necessary to correct data
* Performs mathematical computations, computes costs and adjusts, balances and reconciles figures to ensure accuracy of data
* Work independently collaboratively from an offsite location
* Ensure payments are calculated and paid accurately and timely

## Qualifications for analyst, payroll

* ADP PCPW and Report Smith experience preferred
* Ability to use multiple systems effectively
* Excellent critical thinking skills ability to multi task in a very busy environment
* Must have at least 3 years of payroll accounting experience
* Availability to work overtime as necessary to ensure timeliness of payroll processing
* Minimal travel may be required (Domestic)