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# Example of HR / Payroll Job Description

Our innovative and growing company is looking for a HR / payroll. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for HR / payroll

* Experience managing a global Workday implementation is required
* Strong communication and facilitation skills, with experience in partnering with business users and other IT team members to design and implement systems is required
* Experience in managing multiple, simultaneous tasks is required
* Strong inter-personal and organization skills and initiative is required
* Conducts recruitment effort for all exempt and nonexempt personnel, students and temporary employees
* Manage the P11d processing
* Manage all reporting activities
* Manage annual leave plans
* Anticipating and answering employees' queries to provide a high-quality service
* Taxable fringe benefits administration , group term life insurance, and HSA reporting

## Qualifications for HR / payroll

* Whole problem solver, implements solutions to solve root cause problems
* Ability and willingness to share information with team
* Utilizing advanced information system and problem solving skills, work to balance service and costs for the entire business while meeting customer requirements
* Experience with Ultimate Software, Cornerstone, Kronos preferred
* Must have comprehensive HR and payroll knowledge of government policies, legislations and tax regulations
* Manage employee HR systems and files