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# Example of HR / Payroll Job Description

Our company is looking to fill the role of HR / payroll. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for HR / payroll

* Sports cards
* Opportunity to gain experience in prestigious international company
* Stable employment on the basis of employment contract
* Solid support in realization of professional goals
* Attractive location in the city center
* Prepare and ensure timely submission of statutory payments to relevant government authorities
* Liaise with external parties like auditors, bankers and relevant authorities
* Bachelors Degree in HR is required
* Organizational design and structure
* Ensure individual and team objectives are met by ensuring deep understanding of KPIs and actively seek ways to improve

## Qualifications for HR / payroll

* Must be capable of performing repetitive motion above and below shoulder height for up to eight (8) hours a day
* Monthly pay list checking /validating before payment
* Overtime /standby validation based on the local country practices
* Payroll SOX / deviation reporting
* Accountability for on time and accurate processing of all payroll related payments
* Prepare, contribute and validate Payroll Data Quality/KPI report for the country