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# Example of Payroll Advisor Job Description

Our company is growing rapidly and is hiring for a payroll advisor. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for payroll advisor

* Provide coaching for colleagues on payroll related issues
* Managing the payroll process to deliver high accuracy and completeness from start to finish
* Interfacing with other HR groups to ensure accurate payroll data
* Serving as a resource to authorize daily and regular payroll direct deposit files
* Working with other payroll employees to reconcile system and overpayment issues
* Serving as the liaison between payroll and IT/Finance
* Monitoring and serving as liaison third party global payroll provider
* Creating reports and analyzing payroll data
* Providing tier 2 support for HR Connections on payroll issues
* Process overpayments recoveries as per cases raised in Case Management system and/or after Finance Payroll reconciliation

## Qualifications for payroll advisor

* Act as a first point of contact in HR for enquiries from both internal and external customers
* Provide a seamless administrative service to the country / divisional client group within the SSO scope
* Operate within team SLAs for quality, accuracy and turnaround time
* Provide data/workload information to Team-Leader on a weekly basis and as requested
* Use and develop expertise in the full range of tools and technology required to perform the role
* Provide a professional and friendly service at all times to peers in the DACH region