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# Example of Payroll Associate Job Description

Our growing company is searching for experienced candidates for the position of payroll associate. 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 payroll associate

* Serves as payroll expert for the operating company on federal and state regulations/requirements
* Research questions regarding state and federal payroll statues for operating company
* Understand Payroll Principles as outlined by the Payroll Industry reference sources
* Researches payroll compliance issues at the federal, state and local level using APA Payroll Source various government web sites
* Balance payrolls monthly and quarterly within ADP
* Review elections on all new hires, transfers, and employee elected changes
* Balance payroll items as needed within ADP
* Drives process improvement ideas and execution
* Ensures all procedural and process documentation is updated timely
* Supports Immigration function and Global Mobility process

## Qualifications for payroll associate

* Focus on guardianship role, ensuring controls are adhered to
* Strong bilingual communication skills, Spanish and English
* Must have knowledge of Manus+ (Time & Attendance system)
* Must have a vocational degree in payroll (PDL or any other European vocational training related to payroll)
* Knowledge of retail payroll would be considered a plus having worked in an international environment
* Thorough knowledge of Dutch laws and regulations, knowledge of other European laws and regulations is an advantage