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# Example of Payroll Associate Job Description

Our growing company is hiring for a payroll associate. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for payroll associate

* Review and provide guidance related to company policies/procedures
* Researches and responds to complex and sensitive payroll questions and inquiries
* Run wage variance/recharge reports
* Processing semi-monthly disbursement of multi-state payroll, including processing of new hires, terminations, transfers, and any other payroll status changes
* Administering benefit-related payroll transactions (FSA, Voluntary Life Insurance, 401k contributions)
* Partnering with the People Ops team to ensure payroll data and compliance flows seamlessly between HR and Payroll
* Administering Corporate Credit Card and transaction processing
* Managing employee expense reimbursements including
* Supporting month-end close processes
* Provide Call Management System (CMS) support to handle employee inquiries regarding W earnings and withholding taxes

## Qualifications for payroll associate

* Fluency in English and any other language is considered a huge advantage (French/German/Spanish)
* Must be detail oriented, strong data entry skills
* You must have experience with Canadian Payroll
* PeopleMatter experience a plus
* College credit courses in accounting a plus
* Fundamental Payroll Certification (FPC) a plus