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# Example of Payroll Associate Job Description

Our company is hiring for a payroll associate. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for payroll associate

* Maintain archived printed submissions for all mailboxes
* Ensure strict compliance to PII guidelines
* Responsible for performing different forms of payroll related reconciliations as required by the country serviced
* Responsible to comply with policies defined by the Team Leader in accordance with county specific requirements
* Processing special payments, new hires, terminations
* Reconciling earnings variance (current vs
* Researches and responds to basic payroll questions and inquiries
* Process all payroll changes/updates including employee stock exercises, commissions, disability payments
* Reconcile payroll GL accounts
* Assist in year-end W2 preparation, fringe benefit processing

## Qualifications for payroll associate

* Must have a Bachelor's Degree in Accounting, Business, Finance or a related field
* Minimum 3 years previous experience in compensation
* Must have hands on payroll experience
* Must have strong supervisory experience
* Excel super-super user
* Numerical sensitive and detail-minded