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# Example of Payroll Coordinator Job Description

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

## Responsibilities for payroll coordinator

* Provide payroll detail as needed for corporate federal and state income tax compliance
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* Diligently input Excel and email data related to monthly payments into a bespoke ACCESS HR database and change forms
* Consolidate and review reports and check Excel data for payroll inputs, liaising with Human Resources Managers and stores
* Support with the launch and maintenance of Kronos Time and Attendance system
* Oversee maintenance of incentive compensation accrual database
* Ensure correct information is posted onto designated records
* Compute wages and deductions, and enter data electronically
* Administer and issue employee paychecks and statements of earnings and deductions
* Issue and record adjustments to pay related previous errors or retroactive increases

## Qualifications for payroll coordinator

* Minimum three (3) years’ payroll processing experience with an in-house payroll system highly preferred
* 4 years of related experience payroll processing
* Retail experience is a plus, but not required
* Must have strong administrative, professional communication and organizational skills and experience
* Must have 1-3 years of administrative office experience
* Knowledge of the GEAC/INFOR payroll system a plus