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# Example of Payroll Practitioner Job Description

Our company is hiring for a payroll practitioner. 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 practitioner

* Maintain and create training documents
* Act as a trainer for new department Team Members
* Administer Kronos Timekeeping cases to ensure accurate time reporting and resolution for employee issues
* Administer comprehensive Payroll and timekeeping reporting package, ensuring data integrity through targeted audits and analyzing data to resolve issues
* Resolve executive level payroll escalations
* Act as SME for advanced SAP systems and payroll transactions including bonus, commission
* Monitor and assign work tasks/projects to Practitioner 1 & 2
* Conduct advanced auditing, reporting analysis, and risk mitigation
* Conduct and interpret audits for Deferred Compensation, Executive Variance, Wage Type Variance/Trending, Sentri SME, entries for executive team, and Fidelity files
* Train and mentor Practitioner 1 and 2

## Qualifications for payroll practitioner

* Complex position requiring effective communication skills
* Willing to work in Nuvali
* Minimum of 5+ years practical work experience
* High volume payroll (800+ employees)
* Strong Excel skills including vlookups & Formulas
* ADP experience (ADP Vantage a +)