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# Example of Payroll Senior Job Description

Our growing company is looking for a payroll senior. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for payroll senior

* Assist with the setup of associate direct deposit, pay card, and iPay information
* Manually calculate adjustments to pays, retroactive pays, bonus pays, vacation pay
* Run Kronos interfaces to Lawson
* Set up various deductions and payments for associates
* Process manual check and pay card instant funding payments
* Compute severance payments for all associates
* Plan and coordinate the development and improvement of business processes
* Communicate with representatives of government agencies, financial institutions, and 3rd party vendors to exchange information, resolve issues and coordinate activities
* Participate in interviewing and selecting new personnel
* Serve as project lead and subject matter expert for all acquisitions and divestitures

## Qualifications for payroll senior

* Possess the highest degree of integrity and confidentiality in all aspects of the role
* Exposure to internal/external client relationships within own area of responsibility
* Five (5) years’ in-house payroll processing experience highly preferred
* Knowledge of rules associated with the enforcement and establishment of employee wage garnishment is required
* Paychex experience
* Manage relationship and requirements regarding Global Mobility activities