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# Example of Payroll Senior Job Description

Our innovative and growing company is looking for a payroll senior. 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 senior

* Process weekly and biweekly payrolls
* Acts as the first line of communication supporting high priority and escalated customer service matters, , issues
* Proficiently operate in accounting modules of an ERP System
* Motivate, engage, and provide support to the accounting operations team members and cross functional business partners
* Process daily and quarterly residual payments
* Receive, record and deposit checks related to employer mandated taxes or union dues as per company policy
* Receive and deposit checks related to garnishment refunds and overpayments as per company policy
* Collaborate with Human Resources to research questions regarding pay
* Work on various assigned projects, tax return reviews and account reconciliations
* Lead and support process quality and optimization initiatives

## Qualifications for payroll senior

* Experience setting up and remitting employee garnishments and knowledge of garnishment regulations
* Experience with union payroll a plus
* Degree holder of HRM/ Accounting or any related discipline is preferred
* At least 3 years of HR experience, especially solid experience in payroll calculation
* Well-versed in Hong Kong Employment Ordinance, taxation, MPF and related ordinances
* Previous exposure in sizable companies or professional firms will be an advantage