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# Example of Payroll Senior Job Description

Our company is looking to fill the role of 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

* Make all tax returns and deposits via latest technology possible including Internet, EFT, and manual filings
* Ensure accurate processing of time files, vacation, holidays, disability, incentive bonuses, garnishments, across business units
* Prior experience in an hourly/unionized environment
* Degree or Diploma in Accounting or Finance
* Know-how transition (from the relevant country), maintenance and improvement
* SCP bonus, BPP bonus and General bonus
* Salaries (indexations, merit increases, lump sum increases)
* Stand-by payments
* Lease car and car allowance
* Children allowance

## Qualifications for payroll senior

* Experience with Workday HCM and US Payroll modules will be helpful
* Advanced knowledge in payroll processing, payroll tax (local, state and federal) and financial reconciliation
* Multi-state payroll law experience
* Strong aptitude for learning and initiative exceed expectations
* PeopleSoft Payroll/Time and Labor experience
* Process day to day activities to successfully accomplish the full scope of weekly US and Canada payroll