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# Example of Processing Associate Job Description

Our innovative and growing company is hiring for a processing associate. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for processing associate

* Handle all settle requests items in AWD and other items with regards to cancel & rebuild batches faxed by Transaction Processing Unit from other locations
* Report daily statistics in an accurate & timely manner
* Process all payrolls accurately and in a timely manner based on company policy and guidelines
* Audit and reconcile personnel actions and documents from various sources and the impact on payroll
* Understand multiple time and attendance policies, paid time off rules, pay schedules and policies of the operating companies
* Knowledge of various Time Labor Management systems and how they interface with payroll
* Knowledge of unions, benefit plans and retirement plans and the impact on payroll
* Research and resolve in depth employee payroll issues that includes tax and benefit impact
* Provide reports weekly to various locations and internal departments
* Understand payroll impact to finance/general ledger posting

## Qualifications for processing associate

* Ability to work in a team independently and under pressure
* Prepare and distribute all payroll reports to various internal and external customers
* Coordinate with the Operating Companies any additional payments including, short term disability, serverance, settlement payments
* Coordinate with the Operating Companies with all specialized payments to terminated employees due to complicated state regulations
* Knowledge of Group Term Life and understand how to update for W-2 reporting
* Prepare complex payroll tax computations with multiple tax regulation such as supplemental taxation, state and local tax calculation