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# Example of Senior Payroll Analyst Job Description

Our growing company is hiring for a senior payroll analyst. 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 senior payroll analyst

* Coordinates, provides sign off on E2E documentation and SAP test results for changes to Salaries Accrual process approved by T&O Finance
* Proactively identifies opportunities to improve operational processes and implements enhancements related to payroll processes
* Processing Canadian payroll for 300+ employees
* Serve as liaison between employees and the Payroll department
* Assist Payroll Manager in day-to-day data collection, preparation and export of pay data files to ADP in accordance with the timelines outlined in the production scheduled
* Direct interface with ADP to ensure that HR/Payroll data is provided accurately and efficiently
* Review, file and maintain vendor payroll reports
* Assist with auditing vendor payroll reports
* If applicable, review and sign off on employee time submissions for transmission to ADP, as directed by the Payroll Manager
* Assists with payroll vendor administration and account management activities, as required

## Qualifications for senior payroll analyst

* Minimum 2 years related experience in tax and garnishments required
* Must be proficient using PCs with resultant working knowledge of various operating systems required
* Ability to build, lead, mentor and coach peers
* Ensure accounts are reconciled in a timely manner, variances explained and cleared prior to monthly results closure as well monitor and report on patterns/trends of operational or financial concern and recommends solutions
* Coordinate with Finance teams, UK & CI, clearing of any outstanding items prior to the P&L close
* Responsible for quarterly review of Salaries Accrual process (Canada) and providing recommendation to Finance