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# Example of Senior Payroll Analyst Job Description

Our company is growing rapidly and is hiring for a senior payroll analyst. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for senior payroll analyst

* Prepare and maintain payroll account reconciliations, including but not limited to payroll tax returns and year end W2 forms
* Notifies company Treasury department of net payroll funding requirements to be disbursed from the regular on-cycle and off-cycle payroll process
* Collaborate across multiple business lines and disciplines for continuous improvement of payroll processes through standardization and best practices
* Certification by the Canadian Payroll Association or working towards completion of CPA certification
* Experience with various HR information systems (SAP)
* Ensure SAP subledger is complete and reflected in our ERP Oracle
* Assist with other payroll / tax duties, as needed
* Assists leadership with any and all internal and external payroll related audits
* Researches and resolves all payroll tax issues of all Lyondell legal entities
* Initiates and submits for approval all payroll funding for each pay area

## Qualifications for senior payroll analyst

* W-2 knowledge (T4 for Canada)
* Canadian Payroll experience preferred
* Ensure accounts are reconciled in a timely manner, variances explained and cleared prior to monthly results closure
* Coordinate with UK Finance teams clearing of any outstanding items prior to the P&L close and respond to UK & Finance enquiries subsequent to investigation and analysis
* Provide assistance to UK Finance team in the monthly and annual reconciliation process of Bonus/Severance Accrual Accounts
* Conduct monthly meetings with senior level of management and communicate the results of monthly status of the accounts reconciliation