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# Example of Senior Payroll Manager Job Description

Our innovative and growing company is searching for experienced candidates for the position of senior payroll manager. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for senior payroll manager

* Evaluate business processes on a regular basis
* Be a key strategic business partner to our Talent (HR) and Legal teams as we think through complexities of international hiring
* Develop and lead a team that is customer service centric to our employees and business partners
* Partner with Accounting and AP to streamline foreign vendor billing (like benefits and pensions) and payment processes
* Demonstrate technical expertise on the automated systems and processes in designated areas of responsibility
* Prepare periodic metrics reports regarding issues such as department efficiency and volumes
* Train, supervise and evaluate the performance of assigned personnel
* Plan, organize, coordinate and oversee payroll processing for all U.S. and Canada employees
* Manage the governance, functional, and operational aspects and processes associated with an integrated payroll system
* Lead and facilitate the integration of the payroll system ensuring it meets business requirements help to expeditiously resolve system issues

## Qualifications for senior payroll manager

* Travel to international locations as required
* 10+ years of experience leading a multinational payroll team
* Deep knowledge of international statutory taxes, benefits and other withholdings and the pre/post tax treatment
* Industry leader and expert on Global Payroll Best Practices
* Must have knowledge of all aspects in payroll, including equity based compensation and employee share purchase plans
* Proficient with Microsoft Office Suite and employee related software (preferable Workday and Kronos)