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# Example of Senior Payroll Manager Job Description

Our company is looking to fill the role of senior payroll manager. 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 manager

* Project manage the European Programme guiding the Payroll team in the planning and implementation of new European payroll solutions including defining and managing the testing of new interfaces from HR, multiple Time and Attendance systems and other sources including third parties
* Global teams – Collaborate with HR and IT in understanding enterprise initiatives and providing guidance and expertise in design of service center tools and process efficiency
* US/PR – Work with the US cross functional payroll team to support integration strategies, define best practices
* Strategy and Roadmap – Work closely with the Payroll Solution Architecture team to partner on strategic opportunities and enabling technologies
* Partner with Accounting and Treasury to verify that all payroll payments are properly recorded in the General Ledger, that all payroll-related accounts are reconciled properly, and that all payments are reflected accurately on each employee’s record
* Seen as a subject matter expert on all labor and workload-related issues
* Negotiates Service Level Agreements (SLAs) with internal and external stakeholders, establishes customer and service-center performance requirements
* Responsible for payroll staff training, development and education
* Monitors and reports Regional process performance against KPIs
* Oversees Global/Regional Payroll Vendor Management

## Qualifications for senior payroll manager

* Active membership and/or professional designation from an established payroll certification organization (e.g., APA, CPA, IPP)
* Experience with ADP and SAP payroll system
* Must be process driven and detail oriented with strong interpersonal skills
* Works with the Payroll Executive Director and Operations Director in coordination of departmental efforts, objectives and strategic goals
* At least 15 years payroll and accounting experience, including 7 or more years of financial management experience
* Extensive experience with system design and implementation