



Example of Associate Payroll Job Description

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Our company is looking to fill the role of associate payroll. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

Responsibilities for associate payroll

- Coordinate between the associate, business and legal counsel to ensure required applications are completed in compliance with immigration legislation
- Partners with KPMG and US operations team to ensure compliance with tax legislation for international assignees
- Assist with any special requests by the Payroll Supervisor/Manager
- Reconcile all payrolls prior to transmission
- Review and audit daily reports from Workday
- Process weekly and semi-monthly payrolls including bonus, severance and disability payments
- Prepare and reconcile monthly Union Payments
- Process manual checks, stop payments and reversals of direct deposits
- Compiles data for analysis and reporting
- Generates and distributes checks

Qualifications for associate payroll

- Previous experience handling compensation in a private equity environment preferred, specifically incentive compensation and carried interest plans
- Advanced Excel skills, proficiency in Microsoft Word, Powerpoint and Outlook
- Troubleshoots payroll issues
- Professional certification such as CPM (CAN) and PCP (CAN)

