



# Example of Associate Payroll Job Description

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Our innovative and growing company is hiring for an associate payroll. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for associate payroll

- Participate in SOX testing, internal/external audits and assist in providing data requested by Legal, Tax, Finance
- Provides skilled technical support, which may include data coordination, data analysis, report writing, payroll system testing
- Maintenance of SAP HR for HR, Payroll and Financial data items
- Analysis and accumulation of requests for payroll items
- Onboarding of New Hires and contractors and related paperwork
- Collaborate with Analysts, Senior Analysts, PPS Field teams, and PPS teams in Hermitage to resolve issues
- Work in a team environment to define and achieve high performance goals and expectations
- Assist with accuracy review, document preparation, filing and other projects as needed
- Maintain processing information in logical and easy-to-locate files (electronic and hard copy)
- Coordinate and print all incoming communications via shared e-mail inboxes

## Qualifications for associate payroll

- Ability to assess and recommend solutions
- Ability to prioritize, plan, perform and communicate work activities
- Fundamental Payroll Certification (FPC) or Certified Payroll Professional (CPP)
- Knowledge of SAP and / or other ERP systems
- Knowledge of time entry applications and tools

