



Example of Associate Payroll Job Description

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Our company is growing rapidly and is hiring for an associate payroll. 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 associate payroll

- Ability to relate to associate needs in an understanding/patient manner and understand/resolve the issues communicated
- Perform tax control and audit functions for the Americas payrolls, the largest of which is US, with approximately 6,000 employees
- Collaborate with payroll staff and other partners to share knowledge on tax compliance requirements
- Coordinate US W2 testing, reconciliation of quarterly forms to annual filings, resolution of variances
- Handle any tax filings which vendor does not prepare
- Monitor tax rate and SUL rate changes, coordinating with vendor to update timely and accurately
- Manage the administration of the Multi-State Wage Allocation policy for US state travelers
- Prepare tax adjustments to employee records, Prior Quarter Adjustments and coordinate with vendor on preparation and issuance of Corrected Tax Forms, US Forms W-2, Canadian Form T4
- Review employees with US non-resident visas to ensure their tax set up is correct
- Handle reporting of imputed income for any fringe benefits, including foreign paid expatriate benefits, inpatriate wages

Qualifications for associate payroll

- Delegate and follow-up appropriately and effectively maintain confidentiality
- Strong communication ability in written and verbal
- 1-2 years' experience of financial/ administrative experience in a Payroll department or Business office
- Experience with payroll or finance preferred but not essential
- Tremendous professionalism, dedication to outstanding customer service, and calm under pressure