



Example of Associate Payroll Job Description

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Our company is growing rapidly and is looking 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

- Performs routine audits and analysis to ensure payroll accuracy, operational efficiency, and compliance with established controls
- Responsible for maintaining a thorough understanding of all payroll systems and keep abreast of all relevant laws, regulations, and best practices
- Run queries and reports to generate data used for payroll planning, auditing, filing and reporting purposes using PeopleSoft, Kronos, and Excel
- Serve as the Payroll department resource for all payroll operations, tax, and compliance activities needed to support various functional Business Partners (HR, Finance, Corporate Tax, Operations)
- Prepares statistical reports on employee pay, commissions, bonuses, vacation, sick, disability, workers compensation, leave, taxes and withholdings
- May serve as a focal point for guidance on more complex processes or escalations
- Responsible for the coordination efforts between human resources, payroll and other departments to ensure
- Perform payroll activities and audit electronic time management systems to process a weekly payroll being attentive to multi-state pay rules and regulations
- Check with field or Customer Support Center supervisors to proactively resolve time management discrepancies
- Assist in processing payment of sales commissions, automobile allowances,

Qualifications for associate payroll

- Recent experience with the Payroll solutions such as Namely, ADP or similar payroll software
- Working knowledge of Netsuite, Oracle or similar ERP
- Intermediate to advanced proficiency in Excel, with proven ability to develop and generate ad hoc reports
- Bachelor's Degree - preferably in Accounting or Business
- Knowledge of in-house payroll processing and time and labor reporting within an enterprise system
- Candidate must possess at least a Bachelor's Degree , Finance / Accountancy / Banking or equivalent