



Example of Associate Payroll Job Description

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Our company is searching for experienced candidates for the position of associate payroll. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

Responsibilities for associate payroll

- Process distribution of checks via USPS for retail locations to Customer Support Center departments
- Completion of other misc
- Handles basic administrative payroll duties including data entry
- To ensure all relevant filing of documents in both an orderly and timely manner
- As CGI Philippines staff, everyone shall be responsible for the security of the information that they use or manage, and shall ensure that appropriate measures are taken to preserve its confidentiality, integrity and availability for use
- Monitor payment and duration of short term and long term disability and Workers Compensation pay
- Audit and reconcile payroll accounts
- Supervise, train, and evaluate Payroll Administrator by providing direction, guidance, and motivation to meet, and exceed, business goals serving as a backup for the student payroll completion process
- Monitor all non-exempt Staff employee time by validation of data and supervisor authorizations
- Prepare and balance the bi-weekly Staff/Faculty/Executive payrolls through completion by ensuring the accuracy of updated employees' hours and maintenance and producing and posting the direct deposit file to the Bank's website

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- Any issues arising from the handover, together with recommendations for resolution, should be discussed with the Team Leader and Operations Manager if there is a potential for service failure
 - You may not perform work outside the scope of the TOR without the approval of the Global Service Director
 - 1-2 years' experience of financial/ administrative experience preferably in a payroll department or Business office
 - Reconcile payroll output to supporting documentation to ensure all payrolls are correct and obtain proper internal authorization
 - General computer knowledge, ADP Windows knowledge, Excel, Microsoft Word
 - Experience in processing mid/large sized payrolls (> 500 ee's) in multiple states