



Example of Coordinator, Payroll Job Description

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Our company is growing rapidly and is looking to fill the role of coordinator, payroll. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

Responsibilities for coordinator, payroll

- Review preliminary payroll reports and payroll previews for accuracy prior to processing
- Responsible for timely and accurate day-to-day processing of new employee records in timekeeping/expense report system
- Create and maintain employee vendor records in timekeeping/expense report system
- Resolve timesheet discrepancies for employees in a timely fashion
- Reconcile payroll liability accounts
- Other finance department duties as assigned
- Provide Manager with weekly labor costs via payroll control logs
- Handle freelance payment inquiries and interface with Corporate Payroll
- Oversees and executes all wage garnishment orders for FNG and union employees, and acts as the central contact for garnishment inquires and issues
- Monitors and executes all incoming and outgoing benefits transactions, including medical, 401k and other miscellaneous employee benefits changes, and initiates outbound payroll data feed to various benefit vendors

Qualifications for coordinator, payroll

- Able to work efficiently in both a team environment and independently
- Familiarity with ADP Workforce
- Able to communicate with all levels of the company

- 2-5 yrs payroll experience