



Example of Coordinator, Payroll Job Description

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Our company is searching for experienced candidates for the position of coordinator, payroll. To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities for coordinator, payroll

- Oversee the company's payroll
- Handle multiple Human Resources responsibilities
- Process all company payrolls including separate payrolls for salary, bonus, commissions
- Manage any and all wage garnishments, including partnership with third parties
- Partner with HR, finance, and other internal stakeholders to collect and process information each pay period
- Prepare the accounting of salaries, wages, commission and incentive payments, including reconciliations between the sub-ledger and the G/L, accruals and payables
- Ensure employee contributions for retirement, gym memberships, other benefits are accurately recorded and shared with the appropriate parties, including vendors
- Partner with payroll vendor to ensure timely and accurate payment of all taxes due
- Manage the W-2 process with the vendor including collection of additional earnings (third party sick pay, stock related income,) and verifying accuracy and timeliness of tax document delivery
- Calculate overtime as needed for non-exempt employees, including overtime on commissions and any other non-discretionary pay

Qualifications for coordinator, payroll

- Proven ability to utilize and develop computerized spreadsheets and word processing applications
- Ability to respond appropriately and accurately within a timely manner
- Ability to organize workload, adapt quickly to change, and deliver under the pressure of deadlines
- Ability to work independently in a team in a fast-paced environment
- Ability to work across the department in a collaborative manner
- Competent in Windows based computer applications (Microsoft Office - MS Excel)