



Example of Coordinator, Payroll Job Description

Powered by www.VelvetJobs.com

Our company is looking to fill the role of coordinator, payroll. To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities for coordinator, payroll

- Complete responsibility for timely and accurate payroll processing for all employees
- Responsible for understanding payroll processing requirements for and support of at least one (1) operating unit
- Administer the certified and prevailing wage payroll
- Issue manual checks for urgent requests that cannot be included on normal payroll distributions
- Handle calls relating to employee paychecks
- Research items in questions, resolve discrepancies, follow-up call and issues memos
- Document organized concise work guidelines for administrative staff to follow
- Interface with global payroll providers to process employee changes
- Update the payroll files in preparation of wage payments
- Process off-cycle payrolls for RSU deliveries as needed

Qualifications for coordinator, payroll

- Strong Microsoft Office suite proficiency
- Prior multi-state payroll experience with at least 1,000 employees preferred
- Proficient with MS Word, Excel and other payroll/HR systems
- ADP Workforce Now or Pay Expert systems experience required
- Strong Excel, Outlook and Word experience
- Payroll experience is highly recommended, but not required