



Example of Coordinator, Payroll Job Description

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Our growing company is searching for experienced candidates for the position of coordinator, 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 coordinator, payroll

- Prepare, communicate and educate internal customers on payroll changes in policies and practices
- Formulate, communicate and instruct internal customers on changes in payroll policies and practices
- Provide superior customer service skills, demonstrating courtesy and tact
- Manual processing
- General Human Resources tasks
- Running interface files
- Audit of Payroll and HR data
- Report writing using standard tools
- Resolving Tier I and Tier II Payroll customer inquiries
- Serve as a payroll subject matter expert on process design and documentation teams

Qualifications for coordinator, payroll

- Good computer knowledge (Word, Excel)
- Must be proficient in Microsoft Excel and Office
- Must have proficient PC skills including ability to test and develop PC based applications that feed into Mainframe
- 5 years of administrative payroll experience with increasing responsibility
- Professionalism and discretion

