



Example of Coordinator, Payroll Job Description

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Our innovative and 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

- Assist in the development and documentation of payroll procedures and processes for all recurring payroll functions in the ADP Payroll process
- Assists with payroll processing reconciliation and audits
- Assist with payroll processing for both semi monthly and biweekly payroll
- Maintain files including address updates, insurance certifications
- Oversee backup HR function for permanent employees
- Process accurate employee pay calculations
- Maintain employee historical data
- Assist the Controller to ensure their day runs smoothly, including but not limited to
- Handling gross-up calculations for international employees
- Helping with the W2 process

Qualifications for coordinator, payroll

- College degree or equivalent combination of education and related experience
- Proven ability to work with all members of a team and senior management
- Demonstrates proficiency with Microsoft Office applications
- Understanding of payroll reporting requirements
- Working knowledge of Paychex or ADP
- Intermediate knowledge of ADP's Enterprise Version 5 sufficient to process

