



Example of Director, Payroll Job Description

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

Responsibilities for director, payroll

- Ensure the payment of all payroll liabilities are processed within established timeframes
- Lead all aspects of the payroll function
- Enhance Business Partnership – ensuring end to end integration and representing payroll function on all existing/new initiatives
- External Vendor management for key partners (ADP, Ulti)
- 15+ years of Retail payroll experience with 10,000+ employees
- Respond to payroll queries from employees
- Partner with corporate leadership, executive field leadership, district managers, and stores to develop strategies, coach performance, improve results and enhance effective scheduling execution and management of payroll
- Prepare and consolidate annual budget and monthly/quarterly forecasts, which includes expense, capital, payroll, and store line headcount
- Develop training materials to develop store line and home office team on store scheduling, payroll management skills, key concepts and additional operational and divisional initiatives
- Oversee tax and regulatory reporting, quarter end and year end payroll activities, including wage and hour laws, unemployment, and all other required submissions

Qualifications for director, payroll

- Identifies and balances risks and opportunities and makes recommendations on potential financial outcomes
- Maintain duly authorized employee records
- Ensure timely filing of all government, welfare and insurance reports
- Perform other tasks as well
- Plan, prioritize and manage the implementation of various systems enhancements supporting business partner requirements