



## Example of Director, Payroll Job Description

Powered by [www.VelvetJobs.com](http://www.VelvetJobs.com)

Our company is hiring for a director, 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 director, payroll

- Maintain effective internal controls for the payroll function, ensure compliance with GAAP regarding payroll related accounts, and proactively work with management to identify process improvements and gaps
- Continuously develop strategic process improvements to maintain the quality, efficiency and overall effectiveness of the payroll function to ensure compliance with federal, state and local taxing authority requirements
- Manage and ensure payroll compliance vendor management and relationships
- Responsible for leading US and Canadian payroll operations staff of 9-10
- Creating the long-term vision and delivering innovations for our Dayforce Payroll product to create happy customers
- Evangelist for Dayforce Payroll to demonstrate the value to our customers & market
- Acts as a project manager for the overall implementation and ongoing maintenance of complex payroll and time keeping systems for CS
- Reviews and analyzes current payroll, benefits, and tax procedures in order to proactively identify, recommend, and implement changes that lead to improvement opportunities and offer the most accurate and efficient processes
- Establishes internal controls structure to ensure the integrity of the data in the payroll and time keeping systems
- Responsible for continuous process improvement and skills and capabilities of

## Qualifications for director, payroll

- Knowledge of Payroll, Tax, and Benefit schemes in Canada, Brazil, Mexico, Colombia and Chile
- Proficiency with Microsoft Office and ADP Payforce and E-Time
- Workday Payroll knowledge &/or experience preferred but not required
- Strong leadership, analytical, conceptual and technical skills
- Bachelor's degree in a relevant quantitative field (e.g., accounting, finance, math/engineering/science)
- Develop reports and supporting schedules