



Example of Director, Payroll Job Description

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Our growing company is looking to fill the role of 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

- Work with corporate tax, finance, Human Resources, business leaders and Business Unit personnel to address matters related to Payroll, Payroll Tax, Garnishment, and business unit chargebacks
- Responsible for oversight and documentation and deadlines required for payroll reporting on International Assignees, Annual Report/Proxy data, Stock/RSU reporting, YE, Bonus, and other reporting and documentation
- Responsible for the timely payment and reporting of all federal and state payroll taxes, including unemployment
- Establishes a payroll strategy and vision that aligns with University needs, HR's service delivery model and stakeholder requirements
- Establishes a payroll strategy and vision that aligns with delivery model and stakeholder requirements
- Lead, manage and collaborate with the global teams supporting Payroll and WFA ensuring service levels are met and goals are achieved
- Drive standardization of payroll processes & systems worldwide and implement metrics to both improve customer service, quality and efficiency
- Work effectively in a matrix organization and effectively manage a global payroll team across multiple geographies
- Drive cross-functional collaboration across departments (HR, Stock Admin, IT, Legal, Internal Audit,) to identify and implement payroll process improvements and best practices to drive excellence and best in class metrics
- In coordination with the Senior Vice President, selects, trains, and directs the

Qualifications for director, payroll

- Demonstrated experience and functional expertise administering/managing large, complex, enterprise-wide Human Resources systems such as PeopleSoft, Oracle, SAP
- Certification (through APA, NBA)
- Strong leadership in managing vendors
- Must have the ability to adapt and be flexible working within a highly-customized payroll environment
- Prepare, review, and submit the monthly, quarterly, and year-end journals to Corporate Finance for posting to the general ledger
- Strong experience with Payroll, Time and Labor applications