



Example of Director, Payroll Job Description

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Our company is looking to fill the role of director, payroll. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don't fill all of the qualifications, you may still be considered depending on your level of experience.

Responsibilities for director, payroll

- Maintain knowledge of existing and new payroll related legislation
- Manage daily operations of the Payroll department with regards to accuracy, timeliness, excellent customer focus and compliance
- Develop, communicate and coordinate with Human Resources on company policy recommendations as it relates to payroll administration
- Oversee internal and external audits as it relates to payroll
- Ensure proper journal entries, analysis of payroll and related balance sheet accounts are completed timely
- Lead integration efforts relating to mergers and acquisition activity for payroll and work streams
- Keeps up-to-date and complies with federal, state and local legal and regulatory requirements and advises management when necessary
- Strategic Vision - Support and execute the strategic vision for Global payroll shared services and HRIS
- Develops and promotes a consistent approach to global payroll delivery and management
- Consultation and Facilitation - Provide expert consulting regarding payroll initiatives and tools to facilitate overall organization performance

Qualifications for director, payroll

- Strategic thinker with the ability to focus on continuous improvement and

- Strong working knowledge of and experience with SAP HR and Payroll systems preferred
- Ability to lead complex projects that result in accomplishment of overall business objectives
- Demonstrated managerial and leadership expertise
- Ability to deliver strong messages and ensure compliance