



# Example of International Payroll Job Description

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Our innovative and growing company is looking to fill the role of international payroll. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for international payroll

- Governance of the company's selected third party global payroll provider will also be required
- Monitor and review payroll spreadsheets and reporting for accuracy and data integrity
- Provide global support to HRBPs, Benefits, and Business managers, and internal and external partners, , ADP for matters involving international payroll
- Utilize excel based models to calculate estimated US tax rates for inbound and outbound employee transfers
- Other duties in Payroll or HR related items as needed
- Responsible for identifying gaps between current payroll processing services and ADP Global Streamline services
- Track payroll vendor's performance (i.e., open tickets, KPIs, SLAs)
- Prepares weekly, monthly, quarterly and year-end reports (gross payroll, hours worked, vacation accrual, tax deductions, benefit deductions, ) for management
- Supervises Payroll Specialists
- Explain and interpret complex payroll information to employees at all levels of the organization

## Qualifications for international payroll

- Ability to implement process improvements to meet client needs

- Ability to understand and develop business requirements
- Advanced skills in Microsoft Office suite of tools
- Must have strong interpersonal skills with excellent written and verbal communication skills