



# Example of International Payroll Job Description

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Our growing company is looking to fill the role of international payroll. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for international payroll

- Perform audits of global payroll data ensuring accuracy of all components of payroll including earnings, deductions, taxes, and social insurance
- Responsible for logging of payroll changes (change forms) for NL payroll cluster
- Performs general ledger account reconciliations for various payroll accounts
- Responsible for expatriate shadow payroll processing for in-country tax payments/requirements
- Perform expatriate shadow payroll data maintenance required for year-end tax equalization
- Performs tax law research in order to maintain compliance with all federal, multi-state, and local tax jurisdictions and regulations regarding taxes and payroll withholding procedures
- Responsible for oversight and auditing of payroll funding for net pay, taxes & social insurances, benefit and pension scheme deductions, and 3rd party processing fees
- Responsible for full and timely payroll process for a dedicated number of payrolls from change form input to salary, tax and social security payments and filings to employees, tax authorities and social security institutions according to local legislation
- Responsible for proper tax treatment/implementation of payroll change forms provided by the C&B and HC team members
- Supports manager to manage various payroll vendors and/or subcontractors

- Knowledge of ADP preferred, Excel and Word required
- International payroll experience required
- Excellent verbal, written, interpersonal and leadership skills
- Desire to “go the extra mile” to develop and enhance departmental effectiveness
- Ability to lead and present financial analytical information in face-to-face presentations to varied audiences
- Experience designing and implementing a shared service center is preferred including working with leaders across functions to align the strategy, engaging in change management activities and other key stakeholder alignment processes