



Example of Manager, Payroll Job Description

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Our growing company is looking for a manager, 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 manager, payroll

- Updating staff on changes and/or modifications
- Wage attachment (garnishment) process
- Proper set up and tax treatment of compensation and fringe benefits
- Year-end tasks, special runs and adjustments
- Developing challenging personal goals for self and staff and holds all parties (including self) accountable for achieving such goals
- Respond to employee inquiries and serve as liaison between employee and third party providers
- Review and reconcile all relocation related expenses
- Maintain vacation and accrual reports
- Trains employees on time/attendance systems
- Supports and interacts with other departments

Qualifications for manager, payroll

- Experience working with payroll vendors and payroll applications
- Desire to be part of a functional line that is moving to a Global Payroll template
- Can do attitude with a willingness to grow the payroll function
- Experienced working in a high volume, multi-task work environment a plus
- Detail oriented, high level of accuracy and completeness of work, able to detect inconsistencies in data

