



Example of Manager, Payroll Job Description

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Our innovative and growing company is searching for experienced candidates for the position of manager, payroll. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

Responsibilities for manager, payroll

- Responsibility of date maintenance of personnel data in SAP HR
- Provide prioritization of work assignments and serve as an escalation point for issues
- Define and implement consistent processes across the teams to facilitate open communication channels with operating companies
- Create and utilize metrics to drive performance
- Work with auditors at year-end
- Coordinate with ADP to set up new Wage Types, memo and, accumulators
- Ensure the compliance with legal requirements and company policies by studying existing and new legislation
- Be key contact window of HR for finance related matters
- Handles benefit inquiries and complaints to ensure quick, equitable, courteous resolution
- Process and review of all garnishments, levies and child support orders, including initial review of the notices, verification of the proper garnishment of wages, and remittance of payments to the appropriate governmental agencies

Qualifications for manager, payroll

- Experience with Oracle Payroll is preferred
- Certified Payroll Professional is preferred
- 10+ years as a professional payroll practitioner

- Well versed in HRIS systems, timekeeping systems, and any other software necessary to produce reports and or present information to others