



Example of Manager, Payroll Job Description

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Our company is looking for a manager, payroll. To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities for manager, payroll

- Develops, recommends and implements department policies/procedures
- Manages, directs, and oversees the work department staff to ensure adherence to quality standards, deadlines, policies, and proper procedures, correcting errors or problems
- Manages integration of newly acquired associates
- Trains and instructs employees in job duties and company policies or arranges for training to be provided
- Manages the day-to-day operations to ensure local service delivery happens as agreed
- Manages the scope of the provider contract and ensures SLAs are met
- Provides day-to-day leadership and coaching to processing staff
- Assists in determining work priorities in accordance with the workload, deadlines and change requests
- Monitors Tier 1 and Tier 2 service delivery
- Provides support to the Service Delivery Director

Qualifications for manager, payroll

- Able to work under limited supervision, come to effective decisions and delegate appropriately
- At least 5+ years payroll processing
- Heavy exposure to payroll taxes
- Payroll software experience is a MUST
- Minimum 3-5 years HRIS systems experience

