



Example of Manager, Payroll Job Description

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Our innovative and growing company is looking to fill the role 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

- Prepares local operational statistics and submits them to the Service Delivery Director for SLA reporting
- Process monthly and semi-monthly payrolls
- Prepare both routine and ad hoc financial reports and reconciliations/analyses
- Maintain an effective working relationship with Human Resources
- Annually issue 350,000 checks within 190 tax jurisdictions and multiple cost centers
- Identify and solve day-to-day problems, provide support to internal constituencies and recommending/implementing system and process improvements
- Create control checklists
- Handle all vendor management reviews, problems, improvements the implementation of any new system, upgrades or module
- Self starter with initiative who is able to lead and work in a fast-paced and changing environment and is able to handle multiple priorities and deadlines simultaneously
- Able to anticipate and independently solve problems

Qualifications for manager, payroll

- May be required to work more than 8 hours during a workday with one hour lunch period
- Must be available to work occasional overtime and off-hours

- Must have advanced excel skills and knowledge of Quickbooks
- Strong understanding of payroll deductions as they relate to payroll tax, income and benefits reconciliation