Example of Payroll / Accounts Payable Job Description

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Our growing company is hiring for a payroll / accounts payable. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don't fill all of the qualifications, you may still be considered depending on your level of experience.

Responsibilities for payroll / accounts payable

- Oversees the timely and accurate processing of payroll for the Americas including North America, Canada and Brazil
- Develop standards and expectations, manage performance and provide training and coaching to staff
- Interact effectively with other departments within the organization, specifically Finance, Human Resources, Procurement
- Oversee and ensure compliance to Sarbanes Oxley requirements
- Key liaison with outside payroll processing bureau (ADP)
- Prepares reports by compiling data for regulatory reports such as the public definitive proxy statement
- Oversee integration of payroll and new employees added from acquisitions, as necessary
- Coordinate with peers outside the United States to help coordinate best practices and global process consistency
- Completes operational requirements by scheduling and assigning employees, directing and following up on work results, counseling and disciplining employees and appraising job results
- Responsible for Good Receipt Invoice Receipt (GRIR) reporting and auditing of items

Qualifications for payroll / accounts payable

- Proficiency in MS Office Suite (Excel, Word, Power Point, Access, Outlook)
- Ability to analyze and manipulate benefits data to create reports and presentations
- Demonstrated capability to interface and maintain effective relationships with all departments and employees in a team-oriented environment
- Three years' experience managing employees
- Skilled at customer service