



Example of Payroll Admin Job Description

Powered by www.VelvetJobs.com

Our company is growing rapidly and is hiring for a payroll admin. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

Responsibilities for payroll admin

- Responsible for preparing month-end journal entries and analysis for all payroll, benefit, and stock compensation areas
- Prepare schedules to support workers compensation audits, 401K audits and other surveys/reports requiring employee payroll data
- Perform monthly stock-based compensation expenses and equity related account reconciliation
- Track employee PTO usage and includes such data in each payroll cycle
- Preparation of monthly and quarterly stock compensation reports
- Maintain compliance with accounting policies, procedures and SOX controls for payroll and stock administration areas
- Assist with external audits by providing supporting records and documentation
- Provide formal and ad-hoc analysis of payroll, benefits and headcount activity
- Participate in the preparation of forecasts and budgets for payroll and benefits
- Other accounting/finance responsibilities as needed

Qualifications for payroll admin

- Knowledge of the entire equity process cycle, including the linkages between Legal, Tax, Accounting, Payroll, and HR is preferred
- Collecting data from internal/external contacts, formatting the information into spreadsheets, and coordinating monthly reports within tight timeframes
- Manage, track, and control daily/weekly payroll processing for multiple

- Effective utilization of internal/external reporting systems including Kronos and SAP to accomplish daily tasks
- Interact with employees to resolve payroll discrepancies
- Collaborate with supervisors for frontline hiring/recruiting using ADP/RTi system