



Example of Payroll Admin Job Description

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Our innovative and growing company is looking to fill the role of 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

- Maintain all relevant employee trackers
- Manages the payroll office and the processing of payroll for all Fire Department employees ensuring accuracy and meeting critical deadlines on a daily/weekly/monthly/annual basis
- Assesses departmental needs by conducting reviews of current payroll business processes
- Interprets and understands all elements of multiple union contracts, including Local 718 (Boston Fire Fighters)
- Plans and implements all changes in compensation and changes in business processes as the result of new collective bargaining agreements, memorandums of agreements, , including changes to salary charts, stipends, add-ons, certifications, hourly rates, acting out of grade rates
- Works with the Budget Office to develop the annual personnel budget in an efficient and accurate manner
- Assigns overtime task codes to accurately code training between grants and operating funds
- Completes special projects as required for analysis purposes and/or reimbursement/disbursement including, but not limited to, back-pays, grievances, arbitration awards, settlement agreements
- Prepares a variety of reports as required
- Develops and maintains relationships with key departments and vendors, including Human Resources/Personnel, Auditing, Treasury, BAIS, Kronos, DoIT

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- Experience processing payroll is preferred
 - Demonstrate the ability to work as a team player and maintain a positive working environment
 - Experience in the automotive field is a MUST with emphasis on accounting and payroll
 - Must be able to interact and communicate well with others
 - Reynolds & Reynolds experience preferred
 - Experience with Ohio State Retirement Systems (SERS) and Ohio Unemployment preferred