



Example of Payroll Admin Job Description

Powered by www.VelvetJobs.com

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

Responsibilities for payroll admin

- Responsible for the accurate and timely completion of official payroll information requests including, but not limited to, retirement calculations, subpoenas, employment verifications
- Maintains accurate workgroups and accrual balances (sick/personal/vacation) for all employees
- Provides support and guidance to all employees regarding payroll issues
- Plans, coordinates and implements trainings to ensure staff and department-wide employee development for time and labor/payroll
- Testifies in forums including union grievances/arbitrations and other litigation as necessary
- Ensures a high level of confidentiality of information is maintained by the staff
- Interprets and ensures adherence to all rules and regulations
- Responsible for the care and custody of all departmental payroll records, including the proper distribution of payroll checks
- Attends meetings and trainings with various departments and implements changes when applicable
- Supporting payroll process, ZUS, ZFSS

Qualifications for payroll admin

- At least four (4) years of full-time, or equivalent part-time, professional or administrative experience in payroll, management analysis, business administration, accounting or related field, of which one year must have been in a supervisory capacity

- Demonstrated proficiency in PeopleSoft applications, Kronos and Microsoft Office Suite strongly preferred
- Must be highly organized, with a strong attention to detail and the ability to multitask, establish priorities, and meet deadlines
- Demonstrated ability to work as part of a team and lead and develop staff members
- Administration of employees benefits