



Example of Payroll Assistant Job Description

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Our company is hiring for a payroll assistant. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

Responsibilities for payroll assistant

- Assist Payroll Administrators by entering and updating employee records in HRIS, securing required documentation, as needed, on a daily basis
- Import employee overtime reports into Payroll process
- Balance/Input time records for retail stores and offices each payroll run
- Alternate running payroll cycle processing on a weekly and semimonthly basis
- Balance payroll accounts by auditing information
- Process all salary increases and role changes including the calculation of relevant back pay
- Calculate all statutory and company pay entitlements including sick, maternity/paternity, jury duty and Paid Time Off
- Maintain full and accurate records for auditing purposes and liaise with external auditors on an annual basis
- Process wage garnishments, child support notices, tax levies as required
- Ensure all statutory reporting is completed to the highest standard within legislated deadlines

Qualifications for payroll assistant

- Assist with year-end reconciliations
- Provide support to managers and employees for the Self Service and T&A systems
- Great sense of humor, empathy and work ethic, cheerful & fun
- Has the potential to grow

- Ensure that appropriate authorizations and coding, adequate supporting documentation, and compliance with company policy and procedures are achieved