



Example of Payroll Assistant Job Description

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

- Calculates retro, and any adjustments needed for payroll processing
- Maintain a current filing system and organize payroll storage area
- Pull employee files for internal and external payroll audits, whenever necessary
- Oversee all payroll processes
- Track payroll accruals
- Balance and reconcile company bank account
- Oversee expense reports and processing-resolve solution of all inquiries/requests within a reasonable time frame
- Maintain certain spreadsheets such as prepaid expenses and reconcile on a monthly basis
- Assist in administrative duties, which may include employment verifications, benefits administration, background screening
- Follow up on a daily basis on all outstanding issues

Qualifications for payroll assistant

- E-Time Experience
- Good knowledge in regulatory rules (BIR, SSS, Philhealth and HDMF)
- Insure all filing is kept up to date, done on regular and timely basis
- Respond to queries within the published response timelines, analyse problems and recommend/implement solutions
- Have a high level understanding of the functionality of the company products

- Must be a team player, dealing effectively with co-workers and internal clients at all levels and varied work styles