



Example of Payroll Assistant Job Description

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Our growing company is searching for experienced candidates for the position 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

- Download, save and maintain Wires and Confirmations, Quarterly and Yearly Payroll reports
- Perform comparison report after transmission of payroll, comparing current vs
- Research and resolve questions from managers and employees relative to the processing of payroll information such as PTO, direct deposit, pay cards, retro pay calculations, tax questions
- Any other payroll duties as required by the business
- Prepare and import data for various HMI wellness/recognition programs such as employee referral bonuses, anniversary awards and WOWs
- Audit HRB employee time-off records against Replicon
- Reconciliation Reports
- Finance month-end
- Deductions Match-up (HRB vs
- YTD Overtime report to HOC's

Qualifications for payroll assistant

- Possess the ability to work in a fast paced environment that requires multi-tasking
- W4 and Direct Deposit approval and filing
- Address Change Follow-Up
- Organized/able to juggle multiple priorities

