



# Example of Payroll Assistant Job Description

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Our growing company is looking to fill the role of payroll assistant. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for payroll assistant

- Respond to payroll inquiries ensuring the highest level of customer service
- Prepare and mail payroll checks and other correspondence as needed
- Receive and sort payroll specific mail and distribute as needed
- Process of three monthly payrolls including statutory year end returns and p60s
- Looking after 1000 plus employees
- Ability to handle confidential and sensitive data/information
- Process all statutory forms including (but not exclusive to) payslips, P45s, P46s, P60s, P11Ds
- Fulfill wage garnishment requirements by completing forms
- Assist with the completion of biweekly timesheets for approx
- Setup new hires and new managers in the iEmployee system by assigning applicable pay policy, holiday schedule and business rules

## Qualifications for payroll assistant

- IPASS qualification or equivalent
- Micropay knowledge essential
- Sage 50 desirable
- TimePoint knowledge desirable
- IATI membership desirable
- HR experience preferably in an operations environment