



# Example of Payroll Assistant Job Description

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Our growing company is hiring for a 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

- Setup Manager/Employee relationship and monitor ongoing changes
- Liaise with HR/PR Assistant to troubleshoot timesheet issues
- Run Reports from the iEmployee time tracking system as an aid to the timesheet approval process
- Spot problematic timesheets during processing and email managers
- Help maintain the Integrity of the HR Self-Service timekeeping system on an ongoing basis
- Coordinate with Facilities to mail checks to employees in remote locations
- Scan and Email address changes to Benefits Specialists on a biweekly basis
- Run reports weekly for input of commission data
- Run OOD / Breakage report for input of sales returns data
- Use and update Access database for Commissions

## Qualifications for payroll assistant

- A highly motivated, enthusiastic individual with a 'can do' attitude
- Good mathematical/statistical aptitude, detail oriented, ability to work in a timely manner
- Ability to operate a computer with multiple related software packages
- Complete understanding of the Kronos system
- Previous experience with SAP or other Payroll Processing Systems
- Previous accounting experience (Accounts Payable - Debits and Credits)