



Example of Payroll & Benefits Job Description

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Our growing company is looking for a payroll & benefits. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don't fill all of the qualifications, you may still be considered depending on your level of experience.

Responsibilities for payroll & benefits

- Interprets and applies various acts, regulations, policies and procedures regarding payroll administration matters
- Play critical role in building a centralized, integrated, automated global payroll and benefits accounting infrastructure covering EMEA, APAC and LATAM
- Own and be accountable to the accuracy of international payroll and its related accounting
- Timely run general ledger report and prepare the file for Accounting
- Reconcile general ledger entries as needed
- Acts as competent contact person for employees internal and external partners in all relevant benefits related issues
- Act as qualified benefits plan subject matter expert responsible for payroll related benefit plan requirements are satisfied
- Partner with Payroll Provider to provide strategic and tactical direction on savings plan, health and welfare and pension business requirements
- Provide oversight and direction to resources executing benefits transactions for executives
- Manage relationship between Corporate Benefits and Payroll Provider

Qualifications for payroll & benefits

- Experience within a Human Resources or Payroll department and knowledge

- 3-5+ years of functional experience within payroll
- International & Expatriate Payroll processing preferred
- MUST have BOTH PAYROLL & BENEFITS experience
- Diploma of post-secondary education in accounting, finance, human resources, business administration or any related field, three to five years of experience in the position of manager