



# Example of Payroll & Benefits Job Description

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Our growing company is looking for a payroll & benefits. 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 & benefits

- Drive change through fostering quality improvement philosophy and related initiatives throughout the organization
- Partners with Finance team to ensure accurate and timely payment of earned sales incentives, merit increases and/or bonus payments
- Works with manager to develop benefit plan structure
- Reporting & Auditing
- Responsible for the leaves of absence process and coordination of leave types
- Assist the payroll function with data entry to include but not limited to new hire data entry, employee changes
- Response to queries and requests for assistance
- Managing verification of employment requests
- Manage administration of company benefit plans
- Respond to all employee inquiries regarding payroll and benefits questions

## Qualifications for payroll & benefits

- Must be able to work independently collaboratively with colleagues
- FPC or CPP
- Assist staff during annual open enrollment process, monthly invoice reconciliation and vendor management
- Managing non-exempt employee time tracking
- Familiarity with Google Drive (Sheets, Forms, Docs)

