



Example of Payroll & Benefits Job Description

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Our innovative and growing company is looking to fill the role of payroll & benefits. To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities for payroll & benefits

- Administer Employee personal pension contributions and monitor combined company and personal pension plan contribution to ensure federal maximums are not exceeded
- Management and accounting of manual adjustments, off cycle payments, pension waivers, investment losses
- Drive and enhance employee engagement, development, and communication, and ensure a strong, consistent performance management culture
- End to end processing of payroll
- Updating and maintaining payroll records
- Calculating annual leave and provisions/accruals
- Interacting with the HR Business partner and vendor for clarity on the payroll related inputs sent for processing
- Validating and processing all payroll inputs in the system
- Adhere to Quality and controls and timely action on inputs during the payroll time
- Handling payroll related queries within the stipulated period of time

Qualifications for payroll & benefits

- Knowledge of payroll and benefits
- Experienced at reviewing payroll processing, payroll journal entries and reconciliations

- Solid analytical and process management skills in an operational environment
- Computer literate – proficient in MS Office, Power point