



# Example of Payroll & Benefits Job Description

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Our company is looking for a payroll & benefits. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for payroll & benefits

- Ensuring all payroll activities conform to company policies and standards and federal, state and local laws and regulations
- Managing and accurately delivering / processing US multi-state, payroll for 750+ employee
- Have processed high volumes of multi-state payroll (for at least 500 employees)
- Assisting Payroll team with the month end consolidation and reconciliation of payroll
- Sending accurate multiple ad hoc reports on monthly basis to stakeholders
- Active management of and ability to improve processes related to payroll reporting
- Responsible for the timely and accurate payment of retirement contributions to TIAA
- Reconcile Gross Payroll to Net Payroll
- Prepare payroll recaps and reconciliation files
- Upload payroll checks and NACHA files to the banking system

## Qualifications for payroll & benefits

- Indian Payroll processing experience of min 2 years
- Well versed with Income tax Acts and other relevant regulatory/statutory knowledge

- Bachelor's degree in Accounting, Finance or related field and/or CPA and 5 years' experience in financial accounting
- Ten or more years of financial experience