



Example of Payroll & Benefits Job Description

Powered by www.VelvetJobs.com

Our company is growing rapidly and is searching for experienced candidates for the position of payroll & benefits. To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities for payroll & benefits

- Coordinating with HR to get necessary action forms and enter and maintain system for new hires' personal data, one off payments and ad hoc paycheck calculations
- Processing tax and direct deposit forms after validating employee's request
- Responding to calls and emails regarding the payroll schedule, overtime queries, payroll adjustments, how to navigate the self service module
- Producing standard payroll reports as scheduled for various departments as needed
- Maintaining and updating the employee self-service database and approving incoming employee benefits requests after follow-up with necessary requests for validation
- Answering employee benefits questions provide education on various systems such as the employee self-service module that drives event driven benefits changes
- Keeping key HR team members abreast of changes in leave of absence status
- Assisting with the coordination of benefits programs / information sessions
- Serving as a liaison with benefits providers to resolve employee claims
- Support integration of payroll and benefit accounting activities for newly acquired entities

Qualifications for payroll & benefits

- ADP-Plus

- 3+ years of related experience with local and international payroll experience preferred
- Human Resources experience including payroll, benefits administration and compliance with related laws and regulations
- Enroll and Terminate employees on the Healthcare and Disability Plans and other benefits
- Review monthly bills for Healthcare and Disability for accuracy and completeness