



# Example of Payroll Consultant Job Description

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Our company is searching for experienced candidates for the position of payroll consultant. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for payroll consultant

- Producing various payroll reports
- Most importantly, you will be part of the team that pays our 6,000 employees accurately and on time, so you will help us process the payroll and benefits to achieve this
- Our Payroll team interacts directly with our customers so you will be talking to people both face to face and by phone the times someone comes to see you
- You will provide support to other team members on technical payroll queries
- There will be a lot of detailed tasks, such as reconciliation of benefit costs, root cause analysis and report production that you will be part of, so you must enjoy that kind of work
- We'd like you to be proactive in problem solving and making change happen so we can be better
- We'd also like you to share your knowledge both with the team and the business
- Act as change owner in change request process
- Clearly and effectively communicate a deployment approach/strategy
- Drive creation of new, value-add programs to drive customer feature adoption

## Qualifications for payroll consultant

- Functional knowledge across the payroll function including areas of payroll

- Workday HCM and Payroll Certification is preferred
- Associates degree in Accounting or HR – preferred –
- Previous Payroll and/or Human Resources experience
- Strong data entry skills in entering information into tracking systems/databases
- Very strong customer service and communication skills required