



Example of Payroll Consultant Job Description

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Our growing company is looking for a payroll consultant. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don't fill all of the qualifications, you may still be considered depending on your level of experience.

Responsibilities for payroll consultant

- Facilitate discovery sessions, standard integration and functionality overviews, trainings and implementation project meetings as required by the customer
- Act as a liaison to translate customer requirements and feedback to and from the customer and internal teams
- Formulate a plan for testing data integration including oversight and support of component and user acceptance testing
- Triage and resolve any issues identified in the testing effort
- Vendor manage and provide support to off-shore team members that are assisting with analysis and testing efforts
- Collaborate with Product Management, Operations and Sales to ensure alignment
- Provide regular payroll maintenance and process payroll runs for multiple clients with differing configurations and requirements within the HRIS system
- Process payroll related taxes for multiple states and localities
- Maintain earnings and deductions, garnishment processing and retirement plan deductions including accurate taxability requirements
- Establish and maintain up-to-date HRIS functional departmental documentation and standard operating procedures

Qualifications for payroll consultant

- Must be detail-oriented, organized, self-starter and have the ability to prioritize workload
- FPC and/or CPP Certified through American Payroll Association – helpful - but not required
- PHR and/or SHRM-CP certified– helpful but not required
- 5+ years payroll experience and 2+ years stock administration experience required, with public company experience a plus
- Understanding of applicable Federal, State, and local payroll and related tax laws, regulations, and statutes