



Example of Payroll / Human Resources Job Description

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

Responsibilities for payroll / human resources

- Prepares and inputs payroll data to produce accurate and timely payroll
- Prints, seals and distributes paychecks to stores
- Manage the day-to-day operations of payroll administration, time reporting, taxes and garnishments
- Ensure the accuracy of all government reporting requirements for payroll taxes, withholding and employer contributions
- Ensure timely and accurate calculation and delivery of employee pay, deductions, taxes
- Coordinate with Accounting to ensure seamless and timely integration of information
- Interface with internal and external auditors, providing information and documentation as required
- Review forms and enters information in the human resource information system accurately and thoroughly
- Complete routine assignments independently
- Maintain all benefit records and process all employee benefit transactions

Qualifications for payroll / human resources

- Monitor activity in Vantage-Time
- Respond to employee requests assistance with Mobile app, Time Off Request (TORs), timecards, access to system, in addition to other inquiries

- Maintain data entry of payroll journal entries and wire transfer entries every pay cycle
- Monitor Vantage Home Page for Payroll team