



# Example of Payroll / Human Resources Job Description

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Our innovative and growing company is looking for a payroll / human resources. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for payroll / human resources

- Prepare part-time orientations kits
- Prepares Personnel Action Forms for all for all relevant employee transactions and changes (.i.e
- Assist in the coordination of company social events, ie
- Ensuring semi-monthly US payrolls run accurately and in an efficient manner from start to finish
- Acting as a liaison with ADP on quarterly wage and tax filings and annual W2 process
- Acting as a liaison with Finance on GL upload, reallocations, share and Fund Product Payment cashflow
- Benefits administration, including co-ordination of open enrollment process for all US employees
- Managing 401K benefits administration
- Annual Broker-Dealer, worker's comp audit, EEOC reporting
- Quarterly FINRA audit

## Qualifications for payroll / human resources

- Fluency in English and French (German is an asset)
- Payroll experience preferred in an insourced payroll environment
- Preparation of all manual payments outside the normal pay run for post pay payments tax and manual termination pays

- Managing invoice process, including checking costs, coding and arranging approval
- Updating intranet on an as needed basis