



Example of Payroll / Human Resources Job Description

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Our company is growing rapidly and is looking to fill the role of payroll / human resources. To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities for payroll / human resources

- This position will escalate any issue to the Manager of HR or the Director of HR situations that fall outside Benefits/Payroll general operating procedures earnings/hours discrepancies or situations that involve potential questionable wage & hour or employment law practices or issues
- Provide information to Risk Department regarding workers compensation inquiries
- Knowledge of federal and state employment, wage and hour, FLSA, FMLA and EEO law
- Record promotions
- Calculate special payments
- Prepare manual checks
- Ensure benefit is added in ADP
- Review carrier billing in line with payroll G/L and accounting reconciliations
- Work with Finance to wire funds
- Preparation of all manual payments outside the normal pay run for post pay payments group tax, payroll tax, parking, motor vehicles, IRD and manual termination pays

Qualifications for payroll / human resources

- Able to multi-task, work well under pressure and meet deadlines
- Working knowledge of SAP Payroll

- Manually calculates hours and processes exception payments (severance, missing hours, termination, new hire,), either through upload or manual check
- Strong technical skills with proficiency in HRIS systems and MS Office applications
- Has understanding of the job, relevant multi-state Payroll Laws