



## 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. 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 / human resources

- Completing downstream reporting activity
- Audit payroll reports update the corporate database for any changes which have not automatically been up loaded
- Maintain well documented and well organized payroll records
- Respond to employees' questions regarding pay checks, benefits and W2 forms
- Maintain accuracy and integrity of timekeeping system by auditing and correcting issues
- Generate reports for monthly, quarterly and annual dashboards
- Prepare Audit schedules for the company annual audits and tax return
- Manage and process invoicing suppliers for promotional chargebacks ensuring payment of bills in a timely and accurate manner
- Works with business and JD Edwards teams to define, design, test, and support the JD Edwards HR/Payroll module
- Works as key liaison within the HR/Payroll organizations, supporting all information technology requirements

### Qualifications for payroll / human resources

- Knowledge of Peoplesoft, Atlas, Excel, Word, PowerPoint, etc
- Salary starts at \$27,000 annually based on experience

- Site Subject Matter Expert (SME) for HR Technology System and Time and Attendance System
- Bachelor's Degree in Computer Science, Human Resources or related field or related experience
- Bachelor's Degree (Accounting/Finance preferred), or equivalent work experience