



# Example of Payroll / Human Resources Job Description

Powered by [www.VelvetJobs.com](http://www.VelvetJobs.com)

Our innovative and growing company is hiring for a 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

- Remain current with CTR policies and procedures, reads CTR memos, updates, attends annual internal control, risk and fraud prevention trainings
- Administer and analyze human resource procedures including benefits administration
- Maintain compliance with federal and state employment and benefits laws and regulations
- Evaluates software and new options to improve performance
- Responsible for HRIS administration to include
- Run and reconcile scheduled payroll cycles (bi-weekly, monthly retiree, monthly payout)
- Receive, analyze and administer garnishments in compliance with all legal requirements
- Process off-cycle payrolls when checks are needed immediately for legal/compliance reasons or to fulfill special customer requests
- Administer the online overtime application and resolve all related issues and questions
- Input all transactions that are not entered by the customer or received via interface such as dockings, overtime, hires and terminations

## Qualifications for payroll / human resources

- Working knowledge of MS Outlook & Word
- Knowledge of prevailing wage, shift differentials, and the correlation with corresponding Collective Bargaining Agreement is required
- Previous experience with union agreements and intents and affidavits preferred
- Five years of Payroll Experience and Human Resources
- Bachelor's degree in human resources, business, finance preferred