



Example of Payroll Operations Analyst Job Description

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Our growing company is looking to fill the role of payroll operations analyst. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

Responsibilities for payroll operations analyst

- Serve as a subject matter expert for U.S. payroll accounting-related questions from internal and external stakeholders
- Responsible for payroll tax activities
- Administer statutory and company insurance programs, and answer benefit and other related inquiries from employees Work Rules, and HR guidelines
- Coordinating and assisting in recruitment activities contract paperwork, insurance enrolments, onboarding training
- Responsible for understanding the end to end processing for PeopleSoft Payroll the Time Reporting Systems that interface into Payroll and downstream interfaces to support SOX and internal/external audits
- Perform training and development process documentation related to work stream
- Understands the end-to-end functional processes how the functional processes integrate with the overall end-to-end payroll processes
- Generally works under existing standards and procedures
- You'll be on point for issue resolution and triage, working with Technology partners and business clients to determine root cause and implement corrections
- You'll play the crucial roles of trainer and tester, performing required Unit testing, Functional Acceptance Testing, User Acceptance Testing, in adherence with required change management procedures

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- You'll keep Workday updated, with responsibility for regression testing in the Workday solution
 - You'll be in charge of managing deployment changes between Workday tenants and ensuring that changes are properly tested / approved, and migrated to production using Warner Bros
 - Oracle System Testing – provides testing for Oracle system patches, updates, , includes providing documentation, feedback and offering solutions to documented issues that may arise
 - Teamwork – support other team members as a subject matter expert, mentor and coach
 - Bachelor's degree, or 4+ years payroll or payroll system experience
 - 3-5 years post college experience (within a retail company or within a financial analysis and planning group)