



Example of Payroll Practitioner Job Description

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Our innovative and growing company is searching for experienced candidates for the position of payroll practitioner. 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 practitioner

- Reconcile Federal and State payroll taxes, quarterly/annual employer tax returns, and year end W2's
- Ensure all timecards are compiled and approved in order to process payroll timely
- Research, troubleshoot and respond to a wide range of inquiries related to payroll and the company's Time and Attendance system
- Make adjustments to employee timecards, as needed
- Work with Disability Manager to record and pay employee's sick and STD time correctly
- Process new hires and terminated employees into the Workday and Time & Attendance systems with proper backup documentation needed for processing payroll
- Responsible for processing all staffing transactions (new hires, terms,) into the Workday system with proper backup documentation needed for processing payroll
- Responsible for all aspects of payroll processing and time collection following prescribed procedures to accomplish duties in accordance with processing deadlines
- Review all wage and tax registers and assist management and Tax area in the quarter end and yearend processes
- Handle all payroll related duties, including providing necessary reconciliation information to the Accounting Department, administering garnishments, and

Qualifications for payroll practitioner

- Experience in a client services capacity strongly preferred
- A/A degree from an accredited college or university in business, accounting, operations engineering, or related field
- Proficient in Microsoft Office applications with intermediate excel skills (sorting, look-ups, basic formulas)
- Fundamentals Payroll Certification (FPC) or Certified Payroll Professional (CPP) designation preferred, but not required
- Must have a minimum of 5 years as a Payroll Practitioner with experience in U.S. payroll
- Must be able to multi-task and have superior organizational and analytical skills