



Example of Payroll Specialist Job Description

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Our growing company is searching for experienced candidates for the position of payroll specialist. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

Responsibilities for payroll specialist

- Research payroll inquiries, garnishments, pay and PTO balance directed under the supervision of the Sr Payroll Mgr
- Review and processing of complex payroll procedures (leaves, death benefits, executive compensation, deferral plans)
- Working with our employees and our branch management to resolve pay-related issues or answer any questions regarding the payroll processes
- Perform data entry tasks for entering employee's time for payroll
- Enter new hire data, update changes in ADP and Time Collection and maintain payroll records and files
- Provide assistance to employees with payroll inquiries
- Reviewing employee information in the accounting system and ADP Payroll
- Reconciling quarterly ADP State and Federal tax filing
- Reconciling and booking necessary payroll journal entries
- Retrieve and assemble payroll data for processing

Qualifications for payroll specialist

- Experience with multi-state payroll of 500 employees or more strongly preferred
- Must be experienced in operating within a Payroll Team within a Human Resources Services Department covering a large number of employees of 750+
- Experience with handling foreign tax liability for employees working abroad

- Must possess excellent communication skills and the ability to build trust, rapport and credibility within the business
- Must possess a positive “can do” attitude and willingness to learn new things