



Example of Payroll Specialist Job Description

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Our innovative and growing company is looking to fill the role of payroll specialist. 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 specialist

- Assist in special HR/Payroll projects
- Manage and track incoming mail for payroll department
- Perform compliance testing for unclaimed property payroll checks
- Assist payroll department with inquiries
- Cross train within the payroll department as needed
- Oversees the payroll function of benefit, miscellaneous, garnishment and retirement deductions withheld from employee's bi-weekly paychecks
- Trains on payroll policies and procedures
- Ensure payroll transactions are in compliance with US GAAP and Corporate Policies and Procedures
- Assists internal and external auditors during audit process by providing documents, and other payroll-related reports upon request
- Advises, interprets and provides direction to management and staff on state and local laws and regulations involving payroll and related benefit program deductions to ensure ongoing compliance

Qualifications for payroll specialist

- Customer service/call center/help desk experience helpful
- 1+ years of Timekeeping experience
- Experience with Ceridian DayForce/HPW a plus
- Mid-level knowledge of Excel, Word and Outlook

and reporting are accurate and delivered within appropriate time-frames and comply with relevant legislation

- Prepare complex payroll and human resource information for data input and assist with checking, quality control and record maintenance to ensure accuracy, service quality and data integrity