



Example of Payroll Technician Job Description

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Our growing company is looking for a payroll technician. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

Responsibilities for payroll technician

- CPP/FPC preferred
- ADP Vantage, PeopleSoft, and Kronos experience
- Process new hire, transfer, and termination paperwork
- Enter direct deposits and set up paycards
- Enter tax documents
- Enter payroll adjustments
- Audit exception reports
- Process wage and employment verifications
- Make phone calls to resolve any questions on audit reports
- Maintains the payroll systems, including controls to ensure that the payroll system reflects complete and authorized standing data

Qualifications for payroll technician

- Process yearend for Canada and the United States, other countries
- Possess 8 or more years of work experience processing DoD/Federal Personnel Actions
- Ability to operate multiple HR Information Systems
- Experience working with a time and attendance software (WorkForce Suite) is a plus
- Minimum 3 years experience in processing large payrolls for multi-state, multi-subsidiary companies
- Day to day working relationship with board design engineers by contributing

