



Example of Payroll Technician Job Description

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Our innovative and growing company is looking to fill the role of payroll technician. To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities for payroll technician

- Contract Renewal Control and associated administrative tasks
- Expatriates management
- Inputs data to computerized JDE payroll system, including employee retroactive, payments, adjustments to prior pay, deduction if necessary
- Handling all requests for the support of our time capture tool, TIMEtrak, and related reporting and processes
- Operate in a Help Desk environment
- User setup and management
- Colleague training (via phone) on database usage
- Payroll process support
- Updating system approvers and client addresses
- Other duties as assigned by the Payroll Manager/Supervisor

Qualifications for payroll technician

- Your Intermediate MS Word and MS Excel skills
- Your ability to work overtime when necessary
- Ability to establish and maintain accurate payroll and personnel records
- Think "we" not "I"
- Must be able to reach, stand, engage in repetitive motions, touch, communicate and hear
- Great team personality and ability to communicate effectively internally