



# Example of Senior Payroll Specialist Job Description

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

## Responsibilities for senior payroll specialist

- Handling employee and business partner queries (HR, Finance, Tax)
- Compliance work
- Compile reports on base and premium pay
- Provide wage information for Mexico Tax and other information as needed
- Communicate with the assigned clients
- Support our internal and external customers that have payroll inquiries
- Analyze and process off-cycle pay, special payments, adjustments and reversals
- Determine root cause of payroll errors by collecting and analyzing information under strict deadlines
- Proactively ensure all errors and issues are being resolved in a timely manner
- Calculate, process, and record overpayment repayments

## Qualifications for senior payroll specialist

- IPASS Qualification would be a distinct advantage
- Ability to work under pressure prioritizes and completes tasks in order of importance
- Processing status changes, tax changes, some deductions, direct deposits, computing and processing time sheet data, retroactive adjustments and special pays
- Strong grasp of the end to end business process strong understanding of payroll requirements, laws, and regulations for employees working in the

- Must have 3+ years of payroll processing experience for 1,000 plus employees
- Provide information for employee query(s) within the stipulated timeframe as indicated in the Service Level Agreement (SLA)