



# Example of Senior Payroll Specialist Job Description

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Our company is growing rapidly and is hiring for a senior 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 senior payroll specialist

- Manage 401K Audits, Workers compensation audits and any state tax notices
- Assist with the development of payroll policy and procedures, contingency plans and process improvement initiatives by leveraging existing tools and processes
- Manage response all tax agency inquiries through ADP Tax Service
- Respond to employee inquiries regarding payroll issues by research
- Liaison with other team members on accounting, tax, cosec to ensure adequate two-way flow of information
- New business development (esp
- Process complex and other payroll functions
- Work closely with the accounting team to assist with variance complex queries, balance sheet reconciliation
- Comprehensive knowledge of the company time policies for Canada and other countries as assigned by the Payroll Manager
- Accurate processing of all payroll input documents and information into the payroll system

## Qualifications for senior payroll specialist

- Involved in the annual year-end tax reporting
- Maintain and update Standard Operating Procedure documentation which is under the care of the Specialist

- Experience with financial software and systems
- Accounting or finance education – University graduate, High school graduate or similar