



Example of Senior Payroll Specialist Job Description

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Our company is growing rapidly and is looking to fill the role of senior payroll specialist. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

Responsibilities for senior payroll specialist

- Coordinate with third party consultant and Global Mobility to input periodic expatriate payroll information accurately and timely
- Remain current on all expatriate / international payroll tax laws and regulations
- Review annual tax statements (W-2's, T4's,) for all expatriate personnel to ensure accuracy
- Ensure completion of all balance sheet reconciliations
- Drive and administer year-end global compensation data collection and reporting process
- Work with local and international Payroll, Finance, HR and IT to ensure the accurate logistical set-up of assignments
- Assist with tax equalization processing and year-end tax season, providing compensation details to external tax consultant and any other relevant information necessary for tax filings
- Facilitating annual payroll filings
- Participate in Financial and Benefits Audits as necessary
- Consolidate payroll data from various sources

Qualifications for senior payroll specialist

- Action oriented / initiative approach to work
- Ability to communicate and interact well with clients, business partners and

- Minimum of 4+ years of business experience, including 2+ years of payroll related accounting or finance experience required or related business degree
- Certified Payroll Professional or Fundamental Payroll Certification preferred
- Minimum of 3 years experience with Start to finish payroll - from inputting time to producing payroll reports