



# Example of Senior Payroll Specialist Job Description

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Our growing company is searching for experienced candidates for the position of senior payroll specialist. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for senior payroll specialist

- Generate gross to net, & net pay reports
- Review, code & upload invoices for approval / payment
- Answer any payroll related enquiries from employees
- Maintain confidentiality and security of sensitive information
- Auditing payroll entries for accuracy and process improvements
- Produces reports (labor distribution records, vacation and sick leave accruals, tax and benefit disbursements)
- Conducts analytics as required
- Responsible for US semi-monthly payroll processing utilizing Workday Payroll
- Assist employees with any payroll questions
- Record daily stock transactions for US and Mobile employees

## Qualifications for senior payroll specialist

- Kronos is required
- Good knowledge in accounting and tax legislations
- Follows all global payroll processes
- Use global payroll tools and prepare appropriate payroll calculations to ensure proper payroll processing
- Auditing or validating the pay records, and knowing how to make needed corrections is critical to producing accurate and timely payments and ensuring that each Employee's "Gross to Net" pay results is correct
- Experience with Kronos Workforce Ready software