



# Example of Senior Payroll Specialist Job Description

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Our company is growing rapidly and is looking for a 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

- Interface payroll files from benefit vendors into Workday
- Responsible for Month/Quarter-end processing of payroll journal entries
- Resolve open reconciling items as needed
- Process Prior Quarter/Prior Year Tax adjustments as needed
- Assist with inputting of garnishments and communicating with the garnishing agent/agency
- Work with Global Payroll Manager on quarterly reviews of the SOX payroll process
- Prepares Head tax returns the US Census Report Yearly
- Reviews and balance monthly, quarterly and annual tax reports including W-2 and 941 forms processed by the tax provided
- Autonomously processing accurate and timely payroll reporting (AHV, Allowances, Health Insurance, Source Tax) all further payroll related allowances
- Maintain secure and confidential payroll system and files

## Qualifications for senior payroll specialist

- Minimum 5 years of high-volume payroll processing experience
- Associates degree in accounting and two years relevant experience or High School diploma/equivalent and equivalent work experience
- Requires understanding of basic accounting principles including payroll,

- An Bachelors Degree in accounting or business and/or equivalent work experience is required
- Be responsible for ensuring all aspects of the payroll cycle, including tax, benefits, wage attachments, are processed, reconciled, audited and transmitted accurately and timely
- Be responsible for quality control and auditing to ensure accuracy and low error or defect percentage