



PAYROLL ADMINISTRATOR

Salary
\$45,000-\$85,000+

REQUIREMENTS :

Completion of secondary school is usually required.

Completion of college or other courses in accounting, bookkeeping or payroll administration or experience in payroll administration is usually required.

Individuals can also achieve the Payroll Compliance Practitioner designation.

Payroll association certification may be required.

Experience using a payroll system or software may be required.

Office experience preferred.

QUALIFICATIONS:

- Superior attention to detail.
- Working knowledge of payroll software.
- Working understanding of Microsoft Office.
- Excellent communication skills, both verbal and written.
- Ability to work within deadlines.
- High-caliber problem-solving skills.
- High-level organizational abilities.

JOB OVERVIEW

As a payroll administrator, you would calculate employees' wages for the company. Working in an office environment, you may work as part of a team or independently. In this role, you would also assist employees who experience problems with their pay, whether it's a new address or an adjustment to their withholdings. Payroll administrators may also educate staff about their salary and benefits and any updates to the payment process.

Depending on the company, payroll may or may not be a part of the Human Resources Department.

RESPONSIBILITIES

- Calculate and process employee wages, salaries, and deductions accurately and promptly.
- Enter and update employee information, including new hires, terminations, and changes in employment status.
- Oversee the time and attendance system to reflect hours worked by employees accurately.
- Address discrepancies and work with supervisors to ensure accurate time reporting.
- Maintain accurate and up-to-date payroll records and databases.
- Respond to employee inquiries related to payroll matters.
- Ensure compliance with relevant tax laws, company policies, and regulations.
- Collaborate with HR and other departments to ensure seamless information flow.
- Strict confidentiality is required.
- Follow all policies and procedures set forth by ABC company.