



JD For Payroll Assistant

Job Title: Payroll Assistant

Company: [Company Name]

Location: [City, State]

Job Description:

As a Payroll Assistant, you will be responsible for the accurate and timely processing of payroll for the company. This includes maintaining employee payroll records, calculating and entering employee hours, processing and issuing paychecks, and reconciling payroll records with general ledger accounts. Additionally, you will be responsible for working with the payroll team to ensure compliance with all federal, state, and local payroll laws and regulations.

Key Responsibilities:

- Maintaining employee payroll records, including hours worked, pay rates, and deductions
- Calculating and entering employee hours for payroll processing
- Processing and issuing paychecks
- Reconciling payroll records with general ledger accounts
- Assisting with the preparation and filing of payroll taxes
- Assist with the year-end payroll process
- Work with the payroll team to ensure compliance with all federal, state, and local payroll laws and regulations

Technical Competency Requirements:

- Applies comprehensive knowledge of payroll processing and regulations to ensure accurate and compliant payroll practices.
- Utilizes payroll software and systems effectively to process payroll accurately and efficiently.
- Conducts timely and accurate data entry and record-keeping to maintain accurate payroll records.
- Utilizes Excel and other data management tools to analyze and manage payroll data effectively.

Behavioral Competency Requirements:

- Works effectively in a team environment, collaborating with colleagues to achieve payroll objectives.
- Demonstrates the ability to work independently, taking ownership of payroll responsibilities.
- Manages multiple tasks simultaneously to meet payroll processing deadlines.
- Meets payroll processing deadlines to ensure timely payroll distribution.
- Adapts effectively to change in payroll regulations or processes.
- Maintains confidentiality and handles sensitive payroll information appropriately.

Qualifications:

- Associate's or Bachelor's degree in Accounting, Finance or related field
- 1+ years of experience in payroll processing
- Strong understanding of payroll processing and regulations
- Experience with payroll software and systems
- Experience with data entry and record-keeping
- Experience with Excel and other data management tools