

# Payroll Administrator Job Description

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## **Duties and Responsibilities:**

- Gathers and tracks time records of employees and calculates hours worked in order to make accurate payments
- Ensures the payment of employees – weekly, biweekly or monthly
- Acts as a receptionist to the payroll department by answering all questions relating to employees payments
- Maintains records of regular deductions from employees payments such as deductions on health care and other deductions like Pay As You Earn (PAYE)
- Coordinates efforts between the payroll department and other departments such as the human resources and budget in order to ensure accurate employee data
- Handles and monitors the use of the electronic timekeeping system
- Maintains employees records; including the correct entry of changes in employees status
- Ensures maximum compliance with local, state, and federal laws and regulations
- Ensures prompt update of all software for accurate payroll processing and administration
- Prepares and applies accounting standard to all financial matters
- Ensures the proper filing of tax and voluntary deduction reports
- Ensures the updating of the organization's payroll procedures
- Creates a company's salary sheets and reports
- Updates salary sheets and schedules
- Ensures the submission of payroll reports and sheets for timely processing of staff salary
- Trains departmental staff on how to handle the computerization of the payroll system
- Completes additional accounting tasks as assigned by the organization.

## **Payroll Administrator Requirements – Skills, Knowledge, and Abilities**

- Possess Bachelor's degree in any of Business Administration, Accounting, or Finance
- At least 3 years cognate experience in Payroll Administration
- Excellent computer skills in Microsoft Word, Excel, Access, and other applications such as Sage's Peachtree Accounting software
- Strong ability to maintain confidentiality in the course of work
- Ability to exercise discretion at all times
- Must possess strong organizational skills
- Strong ability to pay attention to detail and perform tasks accurately
- Ability to work under intense pressure
- Ability to handle multiple tasks and also meet deadlines
- Excellent problem-solving skills
- Excellent time management skills
- Must be able to demonstrate sufficient knowledge in the area of payroll taxes
- Proficiency in the use of the timekeeping system will be an added advantage
- Possess outstanding accounting and math skills
- Ability to work with a team as well as with external auditors
- Excellent administration skills.