

PAYROLL ACCOUNTANT

Job Type: Full-Time Employment

Summary Overview: A Payroll Accountant prepares employee salary statements and processes paychecks. They maintain payroll files and create reports.

Essential Functions:

- Calculating net salaries, deductions, and withholdings
- Updating payroll files and general ledger
- Resolving payroll issues (e.g. late payments, overlooked bank holidays, etc.)
- Education: Degree in Finance, Accounting or similar field

Day-to-Day Responsibilities:

- Oversee employee paychecks
- Ensure payroll and tax documents are accurate
- Prepare accounting files, records, and schedules
- Monitor paid and unpaid leaves
- Process overtime earnings or holiday deductions
- Answer employee questions concerning payroll
- Participate in payroll audits
- Ensure compliance with governmental laws on payroll accounting and taxes

Education:

Bachelor's degrees in accounting

Skills:

- Previous experience as a payroll accountant or in a similar role
- Understanding local and governmental rules about payroll
- Excellent knowledge of MS Office, especially Excel
- Great computational ability