



Job title	<i>Payroll Processing Senior</i>
Reports to	<i>Payroll Supervisor</i>

Job purpose

Manage Payroll Processing for Assigned Portfolios

Duties and responsibilities

1. Ensure Accurate Processing of Facility Payrolls
 - Ensure all processing timelines for facility payrolls are met.
 - Review payrolls for accuracy before loading.
2. Payroll Banking
 - Preparation and submission of banking transmittal files.
 - Upload daily ACH and Positive Pay files.
3. Client Support
 - Address escalated payroll requests from clients.
4. Other duties as assigned

Qualifications

A successful individual in this role will:

- Have basic computer knowledge and communication skills
- Have payroll experience and a detailed understanding of payroll processing procedures and regulations.

Specific requirements:

- Able to prioritize and meet deadlines
- Able to operate independently
- Attentive to detail
- Organized
- Able to learn new systems and policies
- Possess excellent verbal and written communication skills

Working conditions

This job occurs in an office environment with mostly sedentary work. The role requires frequent interaction with fellow coworkers, as well as focused concentration at a computer work station.

Physical requirements

This role has no specific physical requirements.



Approved by:	_____
Date approved:	
Next annual review:	