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## **Payroll Administrator Job Description:**

To make sure that people are paid correctly and on time. Performs all activities necessary to process 1 or more payrolls, including maintaining related records, filing tax reports, preparing accounting transactions and documents, and preparing special reports for management.

## **Payroll Administrator Job Duties**

- Responsible for the preparation and processing of the monthly payroll for approximately 200 employees on the CRS payroll system (This includes the entire cycle of payroll processing from capturing of new employees, leave, terminations and check and authorise claims)
- Review and ensure accuracy of approved advances, travel and overtime claims;
- Responsible for the coordination between payroll and human resources, to ensure proper flow and maintenance of employee data
- Handle the administration of the Biometric system
- Maintain employee records; ensure that employee changes are entered correctly and made on a timely basis; review changes for proper authorization.
- Generating reports for payments e.g. PAYE returns and other third parties
- Maintain a proper document control system
- Keep abreast with company policies and tax legislations that impact on remuneration
- Prepare month-end journals and reporting integrating to the financial system. (including preparation/distribution of detailed reports, e.g expense claims, overtime, leave balances, head count, and month end reports)
- Communicate payroll changes to the HR Manager and Financial Director and on time
- Office Management – Maintenance
- Office Consumables – Stationery, Bathrooms and Kitchens

## **Payroll Administrator Skills and Qualifications:**

- Three plus years in a Payroll Office performing all payroll functions
- Excellent skills using MS Excel, and Internet Explorer
- Strong skills using and understanding the flow of transactions in an integrated and automated payroll accounting system
- Ability to maintain confidentiality and exercise extreme discretion
- Excellent problem solving/judgment skills, and high level of attention to detail and accuracy
- Strong organizational skills, and the ability to work independently and under pressure
- Ability to handle and prioritize multiple tasks and meet all deadlines

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## Personable Attributes

- Must be honest and trustworthy
- Be respectful
- Be flexible
- Good interpersonal skills and communication skills – ability to liaise at all levels
- Outgoing, personable, responsible, self-motivated, and confident