


Senior Payroll Officer - Start ASAP

Veritas Recruitment • Bella Vista NSW 2153

 *Not provided*

 Work type
Full Time

 Contract type
Temporary

Perks

PARKING

Skills

PAYROLL

MICROSOFT WORD

AUTOMATED PAYROLL

PAYROLL TAX

WORKERS COMPENSATION

Full job description

The Company


Highly reputable business based in Sydney's Hills District is seeking an experienced Payroll Officer to join their busy team environment starting ASAP.

The Position

You will report directly to the Payroll Manager and work with a close-knit team environment. As the Payroll Officer, you will be responsible for

- Full Function Payroll - End to End
- Large Volume Payroll processing for staff over 4000 on a weekly and monthly basis
- Award and legislation interpretation
- Payroll tax, superannuation and workers compensation deductions
- Set up of new starters leaver forms, processing terminations and managing employee details
- Redundancy and termination calculations
- Monitor and manage correspondence, and respond and resolve all


Job details

 Date posted
31 May 2021

 Expired On
30 Jun 2021

 Category
Accounting

 Occupation
Payroll Officer

 Base pay
Not provided

 Contract type
Temporary

 Work type
Full Time

 Job mode
Standard/Business hours

 Industry
HUMAN RESOURCE

 Sector
PRIVATE BUSINESS

 Work Authorisation
AUSTRALIAN CITIZEN / PERMANENT RESIDENT

payroll queries

The candidate

To be the successful for this position you will possess solid previous working experience in a Payroll position using Chris21. Exceptional customer service and communication skills are essential. You will be a dedicated and reliable candidate who can work unsupervised in a small team environment.

Experience using a time and attendance system such as Kronos highly desired. If you are able to commit to a contract and feel your experience fits the above-mentioned criteria please apply by forwarding you CV today.

The Benefits

- Work with a reputable organisation and stable team
- Permanent opportunity
- Onsite parking and close to Transport

To apply online please click on the appropriate link below and send your resume in WORD format. Alternatively, for a confidential discussion please contact Keryn Drew on +61 2 9891 7414

Please visit www.veritasrecruitment.com.au to view more jobs.