

## Senior Payroll Officer

TAG Recruitment • North Ryde NSW 2113



Base pay

\$90,000 - \$90,000



Work type

Full Time



Contract type

Not provided

### Job details



Date posted

**08 May 2021**



Expired On

**04 Jun 2021**



Category

**Accounting**



Occupation

**Payroll Officer**



Base pay

**\$90,000 - \$90,000**



Work type

**Full Time**



Job mode

**Permanent**

### Full job description

Permanent Senior Payroll Officer opportunity with an established global industry leader based in Macquarie Park.

#### The Role

This 110+ year old global organisation is seeking an experienced permanent Senior Payroll Officer to work in their Macquarie Park Office. The role will provide career boosting opportunities for the right person with strong work ethics and a desire grow their skills. Reporting to the Payroll Manager, you will be processing a high-volume of staff pays (wage and salary) with the support and guidance of your large team.

#### Role responsibilities include:

- Accurate processing of weekly, fortnightly and monthly pays
- Timely processing of between 900-1100 staff pays while maintaining an accurate attention to detail
- Onboarding and terminating employees
- Updating and maintaining all employee payroll information in the payroll and T&A systems
- Interpretation of over 30 awards and EBA's
- Be the point of contact for staff payroll and T&A related queries.
- Support month-end duties including, deductions payment, payroll tax and superannuation and reconciliations.

#### The right candidate will possess the following skills:

- Proven end-to-end payroll processing experience
- Experience with time & attendance and rostering.
- Past experience in a high volume environment
- Multiple payroll system experience
- Intermediate to advanced skills in Excel (v lookups, pivots, basic formulae)
- A high level of attention to detail

- Good written and verbal communication skills

**Benefits**

- Close to public transport
- Flexible working from home options
- Excellent training and support
- Supportive working environment

**Only Australian Citizens and Permanent Residents with proven high-volume payroll experience need apply. .**