

Payroll Director Job Description template

Payroll Director Job Description Template/Brief

We are currently seeking an experienced Payroll Director to lead our payroll department. The Payroll Director will be responsible for overseeing the accurate and timely processing of our company's payroll, managing payroll staff, and ensuring compliance with government regulations. The ideal candidate will have extensive knowledge of payroll administration, including state and federal regulations, and possess strong leadership and strategic planning skills.

Payroll Director Job Profile

The Payroll Director is a critical leadership role that oversees all aspects of payroll operations. This position is responsible for ensuring that all employees are paid accurately and on time, developing systems to process payroll account transactions, and coordinating with HR and finance teams on payroll-related issues.

Reports To

The Payroll Director typically reports to the Chief Financial Officer (CFO) or the Vice President of Human Resources.

Payroll Director Responsibilities

- Direct and oversee the operations of the payroll department, managing payroll staff and establishing departmental policies and procedures.
- Ensure compliance with federal, state, and local payroll, wage, and hour laws and best practices.
- Facilitate audits by providing records and documentation to auditors.
- Identify and recommend updates to payroll processing software, systems, and procedures.
- Perform payroll analysis, reconciliation, and ensure payroll accuracy.
- Collaborate with Human Resources (HR) and accounting teams.
- Manage and resolve issues relating to payroll production.
- Oversee the distribution of paychecks and payroll taxes.
- Keep abreast with new trends in payroll processing and technologies.

Payroll Director Requirements & Skills

- Proven experience as a Payroll Director or similar role.
- Deep knowledge of payroll and tax laws and regulations.
- Leadership skills and ability to manage staff.
- Strong analytical ability and aptitude in problem-solving.
- Excellent communication and organizational skills.
- Proficient in payroll software systems.
- A Bachelor's degree in Business Administration, Accounting, Human Resources, or related field. A Master's degree or relevant certification (e.g., Certified Payroll