

## Senior Payroll Specialist Romania

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Company: Chronos Consulting

Location: Romania

Category: office-and-administrative-support

### Job Description

Our Client offers industry-leading online payroll and HR solutions, plus tax, compliance, benefit administration

Summary:

The role of the Senior Payroll Specialist is to produce the payroll for clients; acting as their liaison for payroll-related processing. In addition, this role will participate in the system testing as needed, provide consultation to clients and other stakeholders

#### RESPONSIBILITIES:

- Responsible & fully accountable for the payroll & audit function of multiple clients

- Responsible for scheduling and running the assigned client payrolls by following standard operating procedures

- Maintains complete, accurate and timely client and employee records based on real time requests

- Maintains complete and accurate client profile notes as well as processing instructions for each client

- Balance respective payrolls based on year end calendar and remit all Third Party Remittances by defined

due dates, complete all Year End balancing, filing & respective reporting

Utilize all internal tools & defined processes to ensure optimal productivity, service excellence and make

recommendations for best practices to customers

Initiate pre and post production calls with clients

Answer client calls (dedicated clients, as well as other clients)

Work with internal technical support, various production departments and additional Service hubs as

needed to identify a resolution.

Provide feedback and suggestions on products, issues, processes and procedures to enhance efficiency

and continuous improvement

Suggest processes and controls tools improvements

Ensure quality controls in the payroll process and update documentation – included reconciliation of results

and audit checks

Highlight and escalate relevant matters that may impact the running of client payrolls

Ensures following of process maps and workflows, including the keeping up to date of trackers, data bases

and SOPs

#### QUALIFICATIONS REQUIRED:

Perfect mastery of French / German and English, both orally and in writing, at minimum B2

Mastery of Windows office tools,

Ability to manage data in large numbers and integrate into a team,

Excellent customer service skills

Preferred Payroll background

An understanding of the client's trade, business and organization (payroll calculations, law and human

resources)

Accounting knowledge

Bachelor/certificate, an asset, or equivalent experience in administration/customer service/HR”

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