Payroll Accountant Job Description

Job Duties:
An accounts receivable/payroll accountant prepares salary statements of employees and issues paychecks to them. They are responsible for maintaining payroll related accounts (daily deposits of cash, checks, and credit cards). They are responsible for the reconciliation of accounts and accuracy of accounts. An accountant is the link between the accounts and the payroll section of the organization. The accountant's job is usually to coordinate with the payroll staff and help calculate the salaries.

The job of an accounts payable/payroll accountant is to prepare various accounting papers, schedules and records and to calculate accurate wages and deposit the amounts in employee's bank accounts or issue checks. An accountant's duties are to:

1) Calculate net wages after taking into consideration deductions and exemptions.
2) Payroll accountant may have to perform other duties as assigned.
3) Issue salary checks or deposit the net wages payable in the bank.
4) Save data regarding monthly wise payroll details.
5) Send suggestions to the Director regarding the issues that affect the payroll accounts.
6) Conduct payroll audits.
7) Report to the Director about payroll related issues.

Knowledge and Skills:

1) Solid knowledge of accounts payable; billing; budgets; deposits, taxes
2) Have an eye for detail and accuracy.
3) Good computer skills: MS Word, Excel, Quick Books,
4) Mastery over numbers and being quick with numerical calculations.
5) Knowledge of salaries, wages and bonuses of different categories for employees of the organization.
6) Have a high level of integrity, as they will know about the earnings of many employees; confidentiality.

Educational Qualifications and Experience:

1) Bachelor's degree in accounting or business related field.
2) Two-four years of experience in accounting (accounts payable/payroll).
3) Certified Payroll Professional (CPP) or Fundamental Payroll Certification (FPC) from the American Payroll Association may help in getting better job prospects.

Salaries and Benefits:

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