

Payroll Officer

Description

The job responsibilities of the Payroll Officer encompasses keeping track of the company's payroll information to ensure the information is kept up to date and accurate and issuing paychecks at the end of the pay period.

Responsibilities

Ensure the accurate and timely preparation and distribution of salaries and wages
Process timesheets and maintains salary variations on a monthly basis including all allowances, new staff, terminations, leave and other relevant information on the computerized database in current and accurate form.
Prepare and forward invoices to the clients
Reconciliation of Invoices to determine the accuracy and completeness of receipts from the clients
Attends to personnel and payroll enquires as necessary.
Prepares reports and correspondence related to the full range of day -to -day and cyclical payroll functions.
Ensure compliance with all state and federal requirements in relation to statutory deductions
Identifies, investigates, and resolves discrepancies in timesheet and payroll records
Liaise with Human Resources and other departments when investigating and responding to queries regarding payroll.
In conjunction with the Payroll Manager, ensure the continuous implementation and improvement of payroll policies, procedures and processes
Any other tasks assigned by the head of department/CEO

Qualifications

Minimum of a Bachelor's degree in Accounting or related courses
Professional qualification is an added advantage

Contacts

Interested candidates should apply through the Company website www.lingtonandbernie.com /send CV to jobs@lingtonandbernie.com or walk into Lington & Bernie Consulting Ltd, 9a Omo Osagie street, Off Awolowo road Ikoyi Lagos

Hiring organization

Lington & Bernie Consulting Ltd

Employment Type

Full-time

Job Location

Lagos, Nigeria

Date posted

May 16, 2021

Valid through

30.11.2021