

<https://lingtonandbernie.com/job/senior-procurement-accountant/>

## 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](http://www.lingtonandbernie.com) /send CV to [jobs@lingtonandbernie.com](mailto: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