



Performs the Recruitment Process for the following position:

PAYROLL SPECIALIST

Location - **Cluj**

The company is a multinational industry leader, specialized in production.

Responsibilities:

- Process and issue employee paychecks and statements of earnings and deductions;
- Compute wages and deductions and enter data into computer;
- Review time sheets, work charts, wage computation and other information to detect and reconcile payroll discrepancies;
- Compile employee time, production and payroll data from time sheets and other records;
- Process paperwork for new employees and enter employee information into the payroll system;
- Issue and record adjustments to pay related to previous errors or retroactive increases;
- Keep track of leave time, such as vacation, personal and sick leave for employees;
- Provide information to employees and managers on payroll matters, tax issues, benefit plans and collective agreement provisions;
- Distribute and collect timecards each pay period;
- Keep informed about changes in tax and deduction laws that apply to the payroll process;
- Balance cash and payroll accounts;
- Complete time sheets showing employees' arrival and departure times;
- Prepare and balance period-end reports and reconcile issued payrolls to bank statements;
- Compile statistical reports, statements and summaries related to pay and benefits accounts and submit them to appropriate departments;
- Train employees on organizations' timekeeping system.

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Requirements:

- 3 year experience on a similar position;
- University degree in economics;
- English – conversational level;
- Knowledge of ERP, MS Office and SAP is an advantage;
- Attention to details;
- Good organizational skills.

For more details please contact:



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