

## PAYROLL OFFICER

### Key Tasks and Responsibilities

- Have over 5 years' experience in processing payroll using Attaché
- Ensuring all payroll transactions are processed efficiently
- Collecting, calculating, and entering data in order to maintain and update payroll information
- Processing of Final Payments, Leave, Salary Sacrifice/Packaging, Tax, Nasfund, NCSL, Timesheets, OT hours, Bonus & Commissions
- Update Payroll records by recording changes, including set up of new employees, terminations, transfers, promotions, loan payments and salary increases
- Process Payroll by established deadlines
- Issue statements of earnings and deductions
- Must have experience in running various Payroll Reports for audit and management's review.
- Maintaining payroll operations by following policies and procedure

### Education

- Have a Diploma in Business, Finance or HR
- Experience in Payroll Processing
- Good working knowledge of Attaché' or equivalent
- Understanding basic accounting principles
- Knowledge of Minimum Wages/Tax process and procedures in PNG

### Core Competencies

- Must have excellent communication skills- Verbal and Written
- Must have attention Detail
- Have strong numerical skills
- Excellent Planning & Organization
- Information collection, analysis and management
- Must have solid data entry skills'
- Able to apply problem solving methods
- Confidentiality to applied in all areas of the role
- Customer Services Orientation
- Team work
- Able to handle stress