

Payroll Specialist

Amsterdam, Netherlands

The Pay/Bill Specialist is responsible for entering reported time for payroll processing and ensuring that payroll is processed, timely and accurately. In addition, they are responsible for responding, and resolving payroll inquiries, and issues.

What you'll get to do:

- Ensuring all payrolls are processed accurately and on time.
- Ensuring completion of month end activities.
- Validating payroll files from HR and other systems.
- Ensuring the local tax payments and compliance requirements are met.
- Actioning employee payroll issues.
- Handling of administrative matters related to payroll activities e.g. insurance, absence/leave, pension providers
- Prepare, control and send defined reports to authorities
- Payroll and billing processing, verification and final report distribution.
- Deliver exemplary support and services to our employees, both internal and external, in all payroll, billing and wage related matters.
- Meet both quality and production standards established by the company and department
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Skills and experience we value:

- Minimum of Associate's degree in applicable field
- Minimum 5 years' experience in a payroll processing role
- Fluent in English and Dutch
- Belgium experience is necessary, and willing to expand knowledge for other regions.
- Proficient use of MS Office products
- Strong Excel and math proficiency skills
- Critical attention to detail and problem solving
- Demonstrated excellent phone customer service skills and email etc.
- Demonstrated ability to learn and apply basic concepts in new situations.
- Ability to multi-task, set priorities, and follow up in a timely manner.
- Ability to collaborate and work effectively in both team environment as well as work independently
- Good communication skills across organization levels and with many different stakeholders
- Proficiency in IT systems, Microsoft Navision and Microsoft Dynamics would be an advantage
- Advanced working with Excel

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