

Tech Mahindra Jobs 2023 – Job Freshers – Payroll Manager Post

Hiring organization

Tech Mahindra

Job Location

India

Remote work possible

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Base Salary

Rs. 25,000 - Rs. 50,000

Date posted

July 3, 2023

Valid through

31.12.2025

APPLY NOW

Qualifications

12th Passed/Graduate

Employment Type

Full-time

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Description

Tech Mahindra Recruitment 2023

Job Description: We are currently seeking a highly skilled and detail-oriented Payroll Manager to join our team at Tech Mahindra. As a Payroll Manager, you will be responsible for overseeing and managing all aspects of payroll processing for our employees. Your expertise in payroll management, compliance, and attention to detail will be vital in ensuring accurate and timely payroll execution.

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Work From Home

Responsibilities:

- Responsibilities:
 1. Manage end-to-end payroll processing, including data input, calculations, deductions, and reconciliations, ensuring accuracy and compliance with statutory regulations and internal policies.
 2. Review and validate payroll inputs, such as timesheets, leave records, new hires, terminations, and employee changes, to ensure data integrity.
 3. Collaborate with cross-functional teams, including HR, Finance, and IT, to obtain necessary information for payroll processing and resolve any discrepancies.
 4. Ensure compliance with local tax regulations, social security, and other statutory requirements related to payroll processing, reporting, and remittances.
 5. Stay updated with payroll-related laws, regulations, and industry best practices, making recommendations for process improvements to enhance efficiency and compliance.

6. Manage and respond to employee inquiries related to payroll, deductions, benefits, and taxation, providing exceptional customer service and timely resolution of issues.
7. Prepare and distribute accurate and timely payroll reports, payslips, and other relevant documentation to employees and management.
8. Conduct periodic audits and reconciliations of payroll data, ensuring accuracy and identifying and resolving any discrepancies.
9. Collaborate with external vendors, such as payroll service providers or tax authorities, to ensure timely and accurate filing of payroll-related documents and compliance with local requirements.
10. Maintain confidentiality and handle sensitive payroll information with utmost discretion and integrity.

Skills:

- Strong programming skills in Java, Python, or C/C++
- Experience with software design and development methodologies
- Experience with unit testing and debugging
- Excellent problem-solving and analytical skills

Qualifications:

- Skills and Qualifications:
 1. Bachelor's degree in Accounting, Finance, Human Resources, or a related field. Certified Payroll Professional (CPP) certification is a plus.
 2. Proven experience in payroll management, including end-to-end payroll processing and compliance.
 3. Strong knowledge of payroll regulations, tax laws, and social security requirements.
 4. Familiarity with payroll software and systems, with the ability to navigate and utilize technology for efficient and accurate payroll processing.
 5. Excellent attention to detail and numerical aptitude, with a high degree of accuracy in data entry and calculations.
 6. Strong analytical and problem-solving skills to identify and resolve payroll-related issues and discrepancies.
 7. Excellent communication and interpersonal skills to interact effectively with employees, managers, and external stakeholders.
 8. Proficiency in MS Excel and other payroll-related software applications.
 9. Strong organizational and time management skills to meet payroll processing deadlines.
 10. Ethical and trustworthy, maintaining confidentiality and handling sensitive payroll information with discretion.

Important Links

Find the Link in [Apply Now](#) Button

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