

Position Overview

Job title: Payroll Admin Officer

Employment type: Permanent Full Time

Location: North Sydney or Working from home (or combined)

Remuneration: circa \$70,000 + super

About the job: The employer is leader in disability support services across Australia and is looking for an experienced payroll administrator to oversee the end to end payroll process for employees. They're looking for a payroll superstar with relevant experience.

Main job duties and responsibilities:

- Full ownership of payroll channel using the Zendesk program
- Processing of PAYG each week
- Resolution of employment queries regarding pay entitlements
- Preparation and submission of long service leave
- Actively participate in the continuous improvement of the payroll services

Essential skills and experience needed:

- Minimum 3 years experience working in a payroll team and end to end payroll processing
- Has experience providing exceptional customer service and builds relationships through empathy, transparency and warmth
- Excellent listening, written and verbal skills and be able to communicate with a diverse range of stakeholders
- Uses problem solving, creativity and initiative to find the right solution for each individual
- Sound knowledge of Superannuation, Workers compensation, PAYG tax, the Australian Industrial Relations System and experience in Award and Employment Contract

Desirable skills and experience:

- Previous experience in the disability or health sector and wants to support our users in a person centered disability support model

How to apply: email your resume and cover letter outlining your suitability for the role to Phat Ngo at pngo@scia.org.au

Deadline for applications: End March 2022