

JOB TITLE – Payroll Accountant

Position reports to : Line Manager
Direct Reports : N/A
Office Location : Adapt IT Johannesburg

PURPOSE OF THE POSITION

- Responsible for the smooth running of the Micros SA payroll
- Ensuring accurate payroll transactions and payments
- To manage the manual payroll input for the monthly payroll process
- To provide high-quality human capital support and service to business operations functions. Responsible for human capital administrative duties including reporting, maintaining employee records, and managing human capital documents
- Provide services and guidance relating to compensation, taxation and ensure good record keeping of company's payroll information

PRIMARY RESPONSIBILITIES FOR THE ROLE

- To manage the manual payroll input for the monthly payroll process:
- Garage Cards
- To send out the monthly Garage Card usage to all employees
- To manage any queries relating to Garage Card queries
- To capture Garage Card expenditure in the "Petrol Workbook" for the month
- To capture "Petrol Workbook" in the payroll input file for the month
- Reimbursive Kilometers
- To capture Reimbursive Kilometers from approved logbooks provided in the "Petrol Workbook" for the month
- To calculate the rate per kilometer using the AA calculator
- To send out Reimbursive Kilometer totals to employees
- To capture "Petrol Workbook" in the payroll input file for the month
- Manage and monitor the Cellphone Usage
- To send out cellphone usage reports for the month to all employees
- To manage waivers of cellphone expenditure when approved
- To capture cellphone usage in the payroll input file for the month
- Other Payroll Input
- To add in other manual payroll input into the payroll input file for the month as supplied by managers
- Sales Commission
- To capture the new invoices and leases as provided by finance in the individual commission sheets for the month
- To review payment against invoices
- To send out commission sheets to Account Managers and manage queries they may have

- To send out commission sheets to Sales Managers following Account Manager query process
- To coordinate Exceptional Items payment approval process with Sales Managers and Leadership
- To capture commission payments in the payroll input file for the month

Month-end Processes

- To review payroll in conjunction with the Finance Manager using payroll variance report
- To process payroll journal using payroll variance report
- To process reimbursive journal using payroll variance report and input from employees where required.
- To process leave journal using leave provision report

Recons (10% of the time when converted to monthly)

- To conduct a payroll recon every quarter using the TB and payroll reports
- To reconcile allocated balance sheet accounts quarterly using the TB and payroll reports

Partner and manage stakeholders

- To assist line managers and employees with payroll queries which may arise
- To provide assistance on ad-hoc projects that may arise
- To maintain employee confidence & protect payroll operations by keeping information confidential

Prepare Human Capital Data and reports

- Headcount reports
- Employment Equity
- BBBEE
- Training
- Headcount
- Leave
- Employee Engagement
- Performance Management

MINIMUM QUALIFICATION AND EXPERIENCE REQUIREMENTS

- Matric / Grade12
- BCom Accounting
- A minimum of 5 to 7 years' experience in a senior payroll role
- Experience in Human capital as an added advantage
- An understanding of Income Tax, BCEA, LRA, OHS, EE, BBBEE, POPI Acts and related legislation
- Extensive knowledge of payroll systems
- Proficient in MS Office
- Advanced MS Excel knowledge

DESIRED SKILLS AND QUALITIES

Personal Attributes and Qualities

- Able to maintain a very high degree of confidentiality

Adapt IT Micros
PAYROLL OFFICER– JOB PROFILE



- Demonstrated payroll management experience
- Demonstrated team leadership ability



- High Attention to detail
- Ability to interpret policies and procedures
- Business process improvement experience
- Problem-solving ability, analytical and numeracy skills
- Customer focus
- Excellent communication skills
- Demonstrate aptitude or competence for assigned responsibilities
- Demonstrate ability to take the initiative and carry out assigned tasks to completion
- Manage time, and resources well and demonstrate good organisational skills
- Committed, motivated and able to achieve tasks in line with deadlines
- Able to prioritise important tasks and adhere to deadlines
- Excellent communication skills, both oral and written
- Good interpersonal skills

In accordance with Adapt IT's Employment Equity plans and goals, preference will be given to suitable applicants from the designated groups as defined by the Employment Equity Act of 55 of 1998 and subsequent amendments thereto.

Contact Person: [Nthabi Peloeahae](#)
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