

Payroll officer

Hays Accounting Support • Melbourne CBD VIC



Base pay

\$40 - \$50 / hr



Work type

Full time



Contract type

Temporary

Job details



Date posted

02 Jul 2021



Expired On

02 Jul 2022



Category

Social Work & Community Services



Occupation

Payroll Officer



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Full job description

Your new company

You will be working for a well established NFP, based in Richmond. the role will be 2 days from the office a fortnight for pay runs and the rest from home. The contract is fixed term for 4 months.

Your new role

You will be working for the Payroll Manager and completing the below duties:

- End to End Payroll Preceda
- Payroll queries
- Super, Tax, Reporting
- Queries
- Adhoc duties
- Reporting
- Assist with system developments
- Assist with projects when required

What you'll need to succeed

You will need previous payroll experience and preferably Preceda, but this is a desirable and not essential.

What you'll get in return

You will get a competitive salary, be able to apply for all perm role, work for a NFP and salary packaging will be available.

What you need to do now

If you're interested in this role, click 'apply now' to forward an up-to-date copy of your CV, or call us now.

If this job isn't quite right for you but you are looking for a new position, please contact us for a confidential discussion on your career.

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