



Date: 27/07/2021

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The General Administration of Latin Patriarchate in Amman is currently looking for a qualified candidate for the job post; Payroll Officer – Full time- to join our general administration offices.

Direct reporting: Deputy CEO for Jordan

General Overview

The Payroll Officer will be responsible for Latin Patriarchate employee's payroll data processing and calculation, maintenance of employees' payroll and reviewing attendance records, as well as issuance of employee pay slips. The payroll officer will be responsible for calculating employees' compensation, updating our internal payroll databases and ensuring timely payments, remitting payroll taxes and government reporting as well as preparing monthly, quarterly and year-end payroll statements. He or she will ensure compliance with government regulations.

To be successful in this role, you should be able to handle confidential sensitive information and ensure a smooth and accurate payroll process, thus a high degree of professionalism and discretion is a must.

Responsibilities and tasks:

- Payroll processing for General Administration and oversight / monitoring of LP school's payroll.
- Processes and issues employee paychecks and statements of earnings and deductions.
- Computes wages and deductions and enters data into the system.
- Compiles employee time, production, and payroll data from time sheets and other records.
- Reviews time sheets, wage computation, and other information in order to detect and reconcile payroll discrepancies.
- Verifies attendance, hours worked, and pay adjustments, and post information to designated records.
- Provides information to employees and managers on payroll matters, social security, tax issues, benefit plans, and collective agreement provisions.
- Completes, verifies and processes forms and documentation for administration of benefits such as pension plans, and unemployment and medical insurance.

Requirements:

- Bachelor's degree in Accounting or Finance (ICPA is a plus)
- Proven 3 years work experience as a Payroll Officer, Payroll Clerk, or similar role
- Hands-on experience payroll software systems
- English Language is a must

Competencies:

- Data entry and analysis skills
- Attention to details
- Strong math skills with an ability to spot numerical errors
- Good knowledge of labor legislation
- Time-management skills
- Reporting skills

All applications will be handed in strict confidentiality. A cover letter along with a curriculum vitae should be submitted in English no later than August 10th, 2021 only by email at: ammdeputy@lpj.org

Only short-listed candidates will be contacted