

Payroll Accountant

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Company: Fuzu

Location: Nigeria

Category: office-and-administrative-support

Job Summary

Contract Type:

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Requirements

Minimum of 5 years' experience as a Payroll Accountant

Candidate must have proven work experience preparing payroll on an ERP software (Microsoft Dynamic Business Central/Sage/ Oracle, SAP e.t.c)

proficient in Microsoft Excel

Candidate must have proven work experience as Payroll Specialist in a reputable organization

Responsibilities

Registration & documentation of newly employed workers

Management of sick leave days for employees

Calculation of entitlements of employees who have left the company

Liaising with Pension Fund Administrators (PFA)

Calculation of employees monthly salaries

Generating monthly salary reports and processing of all statutory remittances (P.A.Y.E., Pension, insurance reports, NSITF, Union dues e.t.c.)

Supervision of payroll officers and processing of employee id cards

Perform any other functions requested by the Payroll Manager and Head of HR.

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