

Payroll Accountant Jobs In Sharjah | Apt Resources

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At Apt Resources, we are seeking a friendly and detail-oriented Payroll Accountant to join the team of our client an international trading company. As a Payroll Accountant, you will be responsible for processing payroll for their employees with the utmost accuracy and efficiency. This position is ideal for someone who enjoys working in a fast-paced and dynamic environment and is passionate about delivering quality results.

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Responsibilities

Process payroll for our client's employees

Ensure that all payroll-related tasks are completed accurately and on time

Maintain accurate and detailed payroll records

Respond to employee payroll inquiries in a timely and friendly manner

Calculate and process payroll deductions, including taxes and benefits

Prepare monthly and annual payroll reports

Maintain up-to-date knowledge of payroll regulations and requirements

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Requirements

Bachelor's degree in accounting or a related field
Minimum of 2 years experience in payroll processing
Knowledge of payroll regulations and requirements
Proficiency in Microsoft Excel and payroll software
Excellent attention to detail and strong organization skills
Strong written and verbal communication skills
Ability to maintain strict confidentiality and handle sensitive information

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