

Payroll Specialist Jobs in Dubai | NAFFCO

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Company: NAFFCO

Location: dubai

Category: other-general

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Job Responsibilities:

Collecting daily, weekly, and monthly employee timesheets.

Calculating employee work hours.

Calculating employee benefits and deductions.

Preparing employee compensation checks using payroll software.

Ensuring taxes comply with company and state regulations.

Scheduling electronic payments and handing out paychecks.

Preparing payroll reports.

Distributing payment statements.

Responding to employee questions about compensation, taxes, benefits, and deductions.

Entering new employee data into the company database.

Bachelor's degree in accounting, human resources, or a similar field.

Previous experience working as a payroll officer.

Advanced Mathematical skills and strong attention to detail.

Proficient with payroll software including Quickbooks, Sage, EPAY, and Gusto.

Familiarity with accounting software and procedures.

Ability to handle confidential information.

Familiarity with state labor laws.

Excellent communication and interpersonal skills.

#J-18808-Ljbffr

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