



<https://jobs.govhelp.in/job/payroll-manager-sbi-jobs-in-distt-court-kkd-delhi/>

Payroll Manager – SBI Jobs In DISTT COURT KKD, Delhi

Job Location

DISTT COURT KKD, 110032, Delhi, East Delhi, India

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Base Salary

Rs. 16,500 - Rs. 22,500

Qualifications

12th Passed & Graduate

Employment Type

Full-time

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Description

SBI Jobs

Job Description: Payroll Manager

Position: Payroll Manager Location: DISTT COURT KKD, Delhi Company: SBI (State Bank of India)

Job Summary: We are currently seeking an experienced and detail-oriented individual to join our team at SBI as a Payroll Manager. As a Payroll Manager, you will be responsible for overseeing and managing all aspects of payroll processing and administration. Your primary focus will be on ensuring accurate and timely payment of salaries and wages to employees, compliance with payroll laws and regulations, and maintaining proper payroll records. The ideal candidate for this position should possess strong knowledge of payroll processes, excellent organizational skills, and a commitment to maintaining confidentiality and accuracy.

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SBI Careers

Responsibilities:

1. Payroll Processing: Oversee end-to-end payroll processing, including data input, calculations, and verification of salary components such as basic pay, allowances, deductions, and overtime. Ensure accuracy and timeliness of payroll transactions, including new hires, terminations, leaves, and other employee status changes. Review and reconcile payroll reports for accuracy

Hiring organization

State Bank of India

Date posted

June 5, 2023

Valid through

31.12.2023

APPLY NOW

and resolve any discrepancies.

2. **Compliance and Documentation:** Stay updated with payroll laws, regulations, and taxation requirements to ensure compliance. Prepare and submit payroll-related reports, tax filings, and other required documentation to relevant authorities. Maintain proper payroll records, including employee data, earnings, deductions, and benefits, in accordance with legal and company requirements.
3. **Payroll Administration:** Respond to payroll-related inquiries from employees and internal stakeholders, providing timely and accurate information. Address and resolve payroll-related issues, such as incorrect payments, deductions, or tax withholdings. Coordinate with HR, finance, and other departments to ensure seamless integration and accurate employee data transfer.

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SBI Jobs Near Me

Skills and Qualifications:

- Bachelor's degree in Accounting, Finance, Human Resources, or a related field is preferred.
- Proven experience in payroll processing and administration, preferably in a large organization.
- Strong understanding of payroll laws, regulations, and taxation requirements.
- Knowledge of payroll software and systems (e.g., SAP, Oracle, ADP) is preferred.
- Excellent attention to detail and accuracy.
- Strong analytical and problem-solving skills.
- Proficiency in MS Excel and other office productivity tools.
- Excellent organizational and time management skills.
- Strong communication and interpersonal skills.
- Ability to handle confidential information with discretion and maintain high ethical standards.

Important Links

Find the Link in [Apply Now](#) Button

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