



Company Details Confidential



#JOB-2443285



15 Somerton Road, Ballinlough, Cork, Co.

Cork, T12 N2D0



No of positions : 1



Paid Position



20 hours per week



Competitive



16/04/2026



14/05/2026

### How to apply

#### Application Method :

Not available



Open your camera app & point here to view this ad online



## US Payroll Admin Specialist

### Application Details

In order to work in Ireland a non-EEA National, unless they are exempted, must hold a valid employment permit. Please review the [Eligibility and requirements for an employment permit](#) if you are unsure of your eligibility to apply for this vacancy.

### Job Description

US Payroll Admin Specialist involves managing and executing all aspects of the payroll process for a company's workforce. Key responsibilities include:

- Ensuring compliance with payroll laws and regulations.
- Managing weekly payroll accurately and on time.
- Maintaining and updating employee payroll records.
- Handling and resolving payroll-related inquiries from employees.
- Reconciling payroll prior to transmission and validating confirmed reports.
- Preparing and submitting payroll tax filings and compliance reports.
- Coordinating with HR and Finance departments to ensure accurate employee data.
- Assisting in audits and providing records as required

- This vacancy is suitable for Remote/Blended working
- **Sector:** professional, scientific and technical activities

### Career Level

- Experienced [Non-Managerial]

### Candidate Requirements

(Essential)

- **Minimum Experienced Required (Years):** 1
- **Minimum Qualification:** No Qualification
- **Specialising In:** previous us payroll experience

(Desirable)

- **Ability Skills:** Administration, Analytical
- **Competency Skills:** Decision Making, Time Management, Working on own Initiative