



Dr. Pendl & Dr. Piswanger Albania, the Human Resources Consulting Company, very successful in Albanian market since 2001, branch of Dr.Pendl & Dr.Piswanger GmbH in Vienna, is currently looking for experienced professional for the position of:

Payroll Expert

Responsibilities of the position include:

- Collect information on working hours of each employee
- Determine the right payroll amount by calculating overtime, bonuses, etc.
- Prepare payroll payments and ensure payroll funding is in place through forecast reports
- Handle and process and execute payments as well as prepare statements of payment
- Prepare and execute taxes and payment of employee benefits
- Preparations of payslips and answer employees' questions about payroll
- Compile key operational payroll metrics & dashboards
- Prepare periodic payroll reconciliation and submit reports to Project Manager

Job Knowledge Skills and Experience:

- Bachelor Degree in Accounting / Business or any other relevant field
- Previous working experience as payroll specialist minimum 3-5 years.
- A degree in accounting, business, or a related field may be preferred.
- Working knowledge of basic accounting principles and payroll practices.
- Excellent communication and interpersonal skills.
- Great attention to detail and confidentiality
- Exquisite math and numerical skills. Detail-oriented.
- Outstanding organizational and time management skills
- Excellent communication abilities
- Aptitude in problem-solving
- Excellent communication ability, fluent in English language both written and verbal.

Interested professionals are invited to send their professional resume until **1.03.2022** to the following e-mail address: L.zhebo@pendlpiswanger.com

