

Payroll Co-ordinator

A vacancy exists for a full time Payroll Co-ordinator in the Human Resources department located at head office in Kew.

The role requires an experienced payroll professional to be responsible for the end to end payroll processing for our national organisation.

Your role will include:

- Creating and maintaining employee data in the Chris 21 system
- Calculating employee fortnightly pays including termination payments, back pays, one off payments and adjustments
- Answering payroll queries and interpreting policy and legislation
- Processing fortnightly and monthly payroll and general ledger reconciliations
- Ensuring year end processes are complete
- Advising management and implementing changes to legislation.

The ideal candidate will have at least 3 years of experience in full end to end payroll processing, have a thorough understanding of superannuation, payroll tax, leave accrual, end of financial year processing and employee benefits legislation, and demonstrate a high level of attention to detail.

Experience with Chris 21 payroll will be well regarded.

A salary package up to \$68,000 including 11% Superannuation, dependant on experience, is available to the successful candidate.

To apply, send a letter of application and resume to:

Email: hrjobs@mecu.com.au

Mail: Human Resources Department
mecu Ltd
Private Bag 12
Kew VIC 3101

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