

# Payroll Specialist

## Introduction

Grant Thornton is seeking payroll specialist.

The initial selection of applications will be in next two weeks.

## Main responsibilities

You will undertake a variety of work including:

- Calculate the salaries of employees in accordance with domestic regulations, in a timely way in purpose to meet strict deadlines
- Collects all necessary data, calculates, and controls the calculation of salaries, transportation, as well as other benefits for our clients (meal allowance, vacation allowance, overtime, etc.)
- Provides support to our client for their employees by sending all relevant information regarding their calculation of the salary and all other relevant data
- Responsible for the preparation and providing of certificates and assurances related to employment based on client's request
- Provide monthly payroll reporting for our clients, timely and upon their request using specific format or report exported from accounting software

## Requirements

- A willingness to learn
- Ability to manage own workload, prioritizing as appropriate, working to tight deadlines – strong organizational skills essential
- Ability to contribute to and participate in a team environment but also capable of working on your own initiative

- Excellent interpersonal skills with the ability to communicate across departments, levels, firms and clients
- Professional oral and written communication skills in Serbian and English
- Excellent attention to detail with a flexible attitude towards work
- A strong work ethic and a good sense of urgency and priority setting
- Willing and openness to tackle challenges and assume responsibility for clients and projects as you progress within the role
- Strong user IT skills and knowledge of MS Office programs
- University degree preferably in Finance and Accounting

## Grant Thornton Offer

Grant Thornton Serbia is a member firm of Grant Thornton International Ltd, one of the largest accountancy networks in the world.

At Grant Thornton, we are committed to providing quality services to our clients. We are devoted to creating a positive atmosphere and a culture of confidence and trust.

We are offering you challenging and fulfilling work assignments, opportunity to learn and experience, a start of your successful career.

Please send your CV in English to: [career@rs.gt.com](mailto:career@rs.gt.com)

