



JOB DESCRIPTION FORM

Position:	Payroll Specialist
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Organizational Information:	Department:	Human Resources
	Project:	North Macedonia Corridor 8 & 10d Motorway Project
	Immediate Supervisor:	Payroll Supervisor
	Reporting Position(s):	Translator(s), Clerk(s)

Summary:	Payroll Specialist will be responsible for processing accurate and timely payroll, maintaining payroll records, and ensuring full compliance with company policies and domestic labor and tax laws.
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Primary Responsibilities:	<ul style="list-style-type: none"> • Process regular payroll cycles accurately and on schedule • Maintain and update employee payroll records • Calculate wages, deductions and bonuses • Ensure compliance with federal, state, and local payroll regulations • Prepare payroll reports and year-end forms • Respond to employee inquiries regarding payroll and deductions • Collaborate with HR, Finance and Project Controls teams for accurate data handling • Stay informed on payroll laws and best practices • Support internal and external audits as needed
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Job Requirements:	Education Level:	Bachelor's Degree
	Discipline:	Accounting, Finance, Economics etc.
	Foreign Language:	English (Advanced), Turkish (Preferably)
	Computer Skills:	Proficiency with MS Office, especially MS Excel , Knowledge of MPIN is a must.
	Functional Competencies (<i>Technical Knowledge and Skills</i>):	Driver License B
	Experience:	Minimum 3 years of experience in relevant position.
	Job Location:	Skopje, Gostivar
	Other:	