

Payroll Manager

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Company: Confidential

Location: Bogotá

Category: other-general

We want you on our team

Join our team of professionals, in a firm with more than 20 years of success!

At our firm, we not only build careers, we work for the well-being of our collaborators, offering them valuable opportunities for professional and personal development.

We want to tell you that!

You join a multidisciplinary work team, in which you will always find support on technical issues such as IFRS, tax, foreign exchange, legal, payroll and labor. Additionally, we have a monthly training program on technical topics and personal development, which allows us to keep our professionals up to date.

We are currently searching for a **Payroll Manager** for our work team.

What will be your goal?

Plan, direct and control your work team, in order to guarantee integrity, quality and timeliness in aspects such as: Payroll settlement, administration of aspects related to the clients' Social Security System, attention and support to requests made by the management and employees of the companies in charge.

What are the benefits and contractual conditions?

We promote the well-being of our collaborators, providing opportunities for professional and personal development. We generate closeness with our collaborators and clients, thanks to our professionalism, great organizational climate and excellent human quality. Additionally, you will be able to access:

Indefinite term contract.

Supplementary teleworking (3x2) in the city of Bogotá.

Allocation between \$4,510,000 and \$6,270,000.

Hours Monday to Friday from 07:30 - 05:30 occasionally on Saturdays during closing times.

2 additional days of vacation.

2 days of the family.

Lens assistance.

Birthday detail.

Bonus per grade.

Funeral insurance.

Libranzas.

What requirements must you meet?

Training: Professional in Public Accounting with Specialization in Labor Law.

Experience for 4 years in direct contact with clients and leadership of work teams, coordinating the payroll activities of the clients in charge, guaranteeing their efficient processing and following up on deliverables according to the work plan.

It is important that it be a reference for consultation and technical credibility on issues related to labor law.

Essential knowledge

Labor law

Contract settlements

Withholding at source

Social Security

UGPP

Skills

Achievement orientation.

Teamwork.

Customer orientation.

Discretion

Assertive communication.

Planning and organization.

Active listening.

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