Payroll Officer

The Accounting & Finance Department at Haigazian is looking to hire a Payroll Officer. The Payroll Officer manages the payroll, all NSSF related issues & some of the requirements by the Ministry of Finance.

The position entails the following responsibilities (among others):

1. Prepares and validates monthly payroll data and works effectively with the finance function to ensure timely and accurate payment of salaries and allowances.
2. Oversees the operation of processes for early retirement and voluntary severance.
3. Administers University salaries and benefits programs.
4. Handles registration of staff & students with the NSSF and processes the participation fees and the EOSI schedules.
5. Organizes the presentation of staff medical paperwork to the NSSF and follows-up on the schedule of NSSF/medical reimbursements.
6. Prepares the staff and faculty income tax filing (R5 & R10 forms).
7. Prepares R6 & R7 forms for end of year declaration.
8. Coordinates with auditors to ensure them full access and retrieval of payroll files.
9. Handles all communications with governmental agencies for the issuance of official permits.

The potential candidates for this role should have:

- Financial legislation, policies, procedures, methods, ethics and professional standards
- Preparation of NSSF and income tax reports
- Labor law and NSSF regulations
- Computerized payroll programs

BENEFITS

Health Insurance
NSSF
Child Education Allowance (after 1 year of employment)

JOB TYPE: Entry/Junior Level
JOB LOCATION: Beirut, Lebanon
JOB SCHEDULE: Work hours: 40 hours per week (distributed evenly from Monday through to Friday).
JOB SALARY: Commensurate with experience

How to apply:

Interested candidates should send their curriculum vitae by email with **Payroll Officer** written in the subject to staffapplications@haigazian.edu.lb

Application Deadline: March 17, 2025