

# Payroll (Paie) FR speaker @ Effigest



**EFFIGEST**  
stratégie et expertise comptable

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Phone :

Web :

## Job Summary

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Vacancy :

Deadline : Feb 15, 2024

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Employment Status : Full Time

Experience : 1 - 3 Years

Salary : to 39,000 € gross annual

Gender : Any

Career Level : Mid Level

Qualification : Degree equivalent to Bac +2/3 in HR/Payroll

## Job Description

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### Responsibilities:

Within the Payroll Department, you will be responsible for managing a diverse client portfolio, ensuring the following tasks:

- End-to-end management of the **payroll process** (preparation, verification, and issuance of pay slips)
- Preparation of pay slips in a **multi-conventional framework** (Building, Hospitality, Commerce, Construction, etc.)
- Compilation of **social charges** (DSN - Social Declarations)
- Preparation of end-of-contract elements (employment certificates, SDTC, portability, etc.)
- Management of **social declarations** (URSAFF, retirement, insurance), DPAE, and the establishment of employment contracts
- **Consultation with our clients**

### Requirements:

- With a **degree equivalent to Bac +2/3 in HR/Payroll**, you must have experience, preferably gained in an accounting firm or a payroll outsourcing company.
- You are adept at working in a team (interacting between different offices of the firm in the Paris region) and possess **strong interpersonal skills** that enable you to maintain a quality relationship with our clients.
- Ideally, you are familiar with the **SILAE** payroll software.
- **French mandatory.**

### Benefits:

- Compensation and meal allowance (€7 per day)
  - Health insurance
  - 50% transport card reimbursement
  - Parking
  - regular internal events
  - internal mobility within France and abroad possible!
  - Work with an experienced and high-quality team
  - Career development and progression opportunities
  - Stimulating and professional work environment
- Join a young and dynamic team!

### Locations:

Paris

### Who's Effigest:

Accounting firm that operates in several areas and works with companies, SMEs and startups, from various sectors of activity. This provides a global and specialized vision close to the clients. Currently, our client has over 70 employees, present in 5 European offices: St-Germain-en-Laye and Paris (France); in London (England), in Lisbon and Porto (Portugal).

## Education & Experience

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## Must Have

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## **Educational Requirements**

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Degree equivalent to Bac +2/3 in HR/Payroll

## **Compensation & Other Benefits**

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