

VACANCY PAYROLL SPECIALIST

CCC Group is an internationally ranked general contractor providing a broad scope of construction, maintenance and fabrication services to various industrial markets throughout the U.S. and in select foreign regions like the Caribbean. We are dedicated to performing work to the highest standards coupled with striving to exceed our clients' expectations to deliver solutions based on our expertise backed by superior safety and quality principles.

Through our regional office in Suriname, we successfully carry out several construction projects for the local and regional market with the highest management, quality and safety standards. To strengthen our Project Executive Organization, we are currently looking for a suitable candidate.

Job Summary:

The Payroll Specialist oversees activities related to the maintenance and processing of payroll records and will report directly to the payroll manager.

Perform various payroll clerical tasks such as filing, typing, verifying mathematical and keying accuracy, printing and distribution of checks, balancing, and related functions.

Required Knowledge and Skills

- General Knowledge of all payroll processes
- Good understanding of Tax law and Suriname Tax system
- Accuracy in Processing hours worked on a weekly base
- Biweekly Wage transfers to the bank
- Create and Maintain Wage Statements, Wage Tax Cards and Collective Wage Statements
- Calculate Annual Vacation Days and Vacation Paid
- Create and maintain appropriate reports related to Payroll and HR
- Excellent Excel Skills and other payroll software programs

Required Competence Level:

- University degree in Finance or equivalent is preferable
- At least 3 years professional experience in a similar role
- knowledge of payroll processes and Certificates related to Finance
- Fluent in the English language (Speaking, Listening, Reading, Writing) is required

Company Compensation:

- Attractive salary and benefits compatible to the local market.
- Opportunity to career growth and development.

Send your cover letter and resume to: CCCHRSuriname@cccgroupinc.com or to P.O. Box 1243 Paramaribo, Suriname. Call for info to: (+597) 323400 ext. 2857

CORPORATE HEADQUARTERS

5797 Dietrich Road
San Antonio, TX 78219
PO Box 200350 | Zip 78220
210-661-4251 | cccgroupinc.com

CCC GROUP SURINAME

Weg Naar Afobaka No 23-27
Para, Suriname
PO Box 1243
Paramaribo, Suriname
+597-323400