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JOB DESCRIPTION - PAYROLL CLERK

DEPARTMENT: Accounting

JOB TITLE: Payroll Clerk

REPORTS TO: Payroll Manager

PURPOSE: The purpose of this job is to accurately input and process payroll information ensuring the accuracy, timeliness, and compliance of the payroll function.

JOB DUTIES:

Payroll Duties:

- Input the weekly payroll hours into the computer system and verify the accuracy.
- Run the check edit list and other precheck reports to ensure that each employee has the correct amount of hours, taxes, and deductions.
- Print manual payroll checks, direct deposit slips, and all associated reports.
- Transmit payroll information to the appropriate banking institution(s).
- Generates the following reports on spreadsheets; pension, Federal/F.I.C.A., credit union, garnishment, medical/day-care, and net pay reports.
- Assists with special payroll projects as instructed by the payroll manager.

Other Duties:

- Prints monthly and quarterly reports and distributes as necessary.
- Updates and maintains employee personnel files.
- Maintains and updates documentation related to vacation and sick time.
- Performs general correspondence for the department as requested.

JOB REQUIREMENTS:

1. General bookkeeping/accounting knowledge as well as knowledge of accounting standards and procedures.
2. Knowledge of federal, state, and local regulations applicable to the payroll function.
3. Ability to maintain a high level of confidentiality related to all duties and responsibilities such as account information, personnel records, passwords, and other confidential documents.
4. Ability to accurately input and access payroll related information.
5. Ability to perform basic mathematical calculations and occasionally complex calculations.
6. Knowledge of organizational methods and the ability to manage multiple tasks/projects simultaneously.
7. Ability to communicate effectively both orally and in writing.
8. Ability to operate all necessary office equipment required to accomplish job duties such as computers, calculators, and telephones, fax machines, etc.
9. Ability to remain calm and professional during peak periods of activities.
10. Ability to comply with all jobs related guidelines.
11. Ability to work daily and overtime as necessary.
12. Ability to assist in other work related areas as requested.

BASIC PHYSICAL REQUIREMENTS:

Approximate: 8-Hour Day (may be longer during peak season)

Key: Occasional = 0% to 33% N/A = Not Applicable
 Frequent = 34% to 66%
 Continuous = 67% to 100%

Standing Occasional
 Sitting Continuous
 Walking Occasional
 Bending/Kneeling/Crouching/Stooping Occasional
 Reaching Above Shoulder Frequent
 Climbing (stairs, ladders, etc.) Occasional

Working on Heights:

Unprotected Heights N/A
 Protected Heights N/A

Lifting Weights from 0 to 50 Pounds Occasional

Push/Pull/Maneuver Equipment/Products/Materials Occasional
 Weighing from 0 to 50 Pounds

Being Around and/or Operating Moving Machinery/Equipment N/A

Operating a Vehicle (as a part of your job) N/A

Read/Monitor Gauges on Various Equipment/Machinery N/A

Hand Movements:

Recording Data Occasional
 Operating Office Equipment Frequent
 Operating Computer Continuous
 Simple Grasping (right and left) N/A
 Firm Grasping (right and left) N/A
 Fine Manipulating (right and left) N/A

Foot Movements to Operate Foot Controls N/A

Vision: Good Vision, Corrected to Normal; or Ability to Access Required Information and to Perform Job Duties YES

Color Definition Required: NO

Hearing: Good Hearing, Corrected to Normal; or Ability to Communicate/Understand Required Information and to Perform Job Duties YES

Mobility: Ability to be mobile throughout required work areas.

Office Frequent
 Multiple Locations Occasional
 Plant N/A
 Equipment/Maintenance or Repair Area N/A
 Rough Terrain N/A
 Other N/A

BASIC MENTAL REQUIREMENTS

This job requires the mental capabilities to input and process payroll information ensuring the accuracy and timeliness of the payroll function. Furthermore, the incumbent of this position must apply logical thought processes, good judgement, and solve problems related to the payroll functions as they arise.

WORKING CONDITIONS AND EXPOSURES:

General office working conditions exist, including some extended periods of computer work and extended hours during peak periods of activities.

TRAINING:

Safety:

Right-to-know

Other:

On-the-job training
Employee Handbook

JOB QUALIFICATIONS:

Education

High School Diploma or G.E.D. required.

Experience

1-2 years of payroll experience or equivalent experience.

"Note: This is not necessarily an exhaustive list of the job duties and requirements associated with this job, but is intended to represent an accurate reflection of the current job."

JOB DESCRIPTION ACKNOWLEDGEMENT

Job Title: Payroll Clerk

YES ____ NO ____ I have been provided a copy of the job description, or the job functions have been explained to me.

YES ____ NO ____ I understand the requirements of this job.

Date

Applicant Signature