PAYROLL CLERK

JOB DESCRIPTION:

Under supervision, the Payroll Clerk is responsible for calculating and posting payroll and timekeeping information of a routine nature. The essential functions include: inputting data regarding payroll, timekeeping and personnel information into an automated or manual system; preparing a variety of payroll/personnel related forms, memos, reports, and other correspondence; providing clerical support to departmental staff; analyzing and interpreting computer reports in order to respond to employee payroll problems and discrepancies; providing information to employee and other departmental staff regarding routine timekeeping and payroll inquiries; maintaining files and records; providing accurate and complete documentation of payroll/personnel transactions in hard copy; and performing related duties as required. The nature of work requires mandatory compensatory time including night, weekends and holidays.

SUPERVISION EXCERCISED:

This job has no supervisory responsibilities.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Includes the following. Other duties may be assigned.

1. Calculates, posts and audits payroll and timekeeping information, utilizing basic mathematical techniques in order to document and assure the accuracy of employee work hours, vacation hours, sick and annual leave credits.

2. Inputs data into an automated system regarding payroll, timekeeping and personnel information to maintain accurate and up-to-date records.

3. Provides courteous, flexible and satisfactory customer service by responding to routine timekeeping and payroll inquiries, making changes to employees' information, resolving discrepancies and/or clarifying procedures for employees, supervisors, managers and others, both in person and over the telephone.

4. Prepares a variety of reports, forms, correspondence, inter-department memos, input documents and problem reports to provide departmental payroll/personnel support.

5. Maintains detailed files and record-keeping systems to assure accurate and complete documentation of payroll/personnel transactions in original copy and to ensure accountability and controls.

6. Receives, distributes, and files payroll/personnel related reports.

7. Handles a variety of routine administrative or technical departmental assignments.

8. Keeps abreast of payroll system procedures, updates and changes.

9. Assist auditors for the purpose of providing required information.

10. Maintains employee records in both written and electronic formats, (e.g. employee records, leave status, time cards, deductions, W-4's, etc.) for the purpose of ensuring records are current and providing an up-to-date reference and audit trail compliance.

11. Maintains payroll information, files and records for the purpose of providing an up-to-date reference and audit trail for compliance.

12. Researches discrepancies of payroll data (e.g. time sheets, leave time, unemployment eligibility, direct deposit requirements, salary schedule, benefit eligibility, etc.) for the purpose of ensuring accuracy and adherence to procedures prior to processing.

JOB RELATED AND ESSENTIAL QUALIFICATION:

Knowledge of: the overall operations of a payroll/personnel department, including activities relating to wages, salaries, attendance, employee benefits (i.e., State Disability Insurance and Worker's Compensation); the automated processing of payroll, timekeeping and personnel transactions; and basic mathematical concepts.

Ability to: analyze problems and discern discrepancies related to payroll and timekeeping matters; accurately and rapidly perform mathematical calculations by hand and by machine; relate tactfully and effectively to others; communicate clearly and effectively in routine and stressful situations; prepare a variety of payroll documents and records; input data accurately into an automated system; and comprehend and interpret procedural and other information relating to payroll operations.

EDUCATION and/or EXPERIENCE:

1. A minimum of a Bachelor's Degree is required or ten years' experience working in payroll.

2. One to three years related experience and/or training in preparing and processing payroll records.

3. Word processing and ability to type 35 words per minute without errors.

4. Ability to use ADP software for payroll is preferred

<u>SPECIAL REQUIREMENTS</u>:

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to communicate effectively, orally, and in writing.

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.