



## **PAYROLL CLERK**

Never get bored at work again!

Fast paced, positive environment filled with co-workers who feel like family!

Seeking a reliable, cheerful, detail-oriented individual to work closely with all departments of the company.

### **RESPONSIBILITIES**

Responsibilities include but are not limited to Employee Expense Reporting, Payroll Processing, Personnel Files, assisting with phones, and any other duties as assigned.

The Payroll Clerk is responsible to the Payroll Manager.

Essential Functions:

- Calculate and enter Employee Expense Reports.
- Execute daily payroll functions such as time and attendance reviews, employee maintenance any other maintenance in a highly confidential manner.
- Track vacation and leaves of absence.
- Maintain personnel files, Affirmative Action Plan record keeping, submit weekly reports, and answer requests from governmental agencies as needed.
- Process New Hire Packets and set up new employees in payroll systems, set up benefits in a timely fashion, as well as terminate employees in the payroll software and other associated tasks.
- Perform other tasks as required.

Requirements Qualifications:

- Proficient with MS Office, with an emphasis on Excel.
- Excellent written and verbal communication skills in English, especially in telephone skills.
- Proven excellent interpersonal skills and ability to work successfully in a team environment.
- Great organizational and multi-tasking skills; detail oriented.
- Demonstrate a good understanding of general payroll/HR procedures and be proficient in data entry.

Education:

- High school graduation or similar experience.