

Position Title:

Payroll ClerkSalary (consideration given for experience)

Position Summary:

Compile and post employee time and payroll data. May compute employees' time worked, production, and commissions. May compute and post wages and deductions. May prepare paychecks.

Tasks:

- Review time sheets, work charts, wage computation, and other information to detect and reconcile payroll discrepancies.
- Compile employee time, production, and payroll data from time sheets and other records.
- Verify attendance, hours worked, and pay adjustments, and post information onto designated records.
- Process and issue employee paychecks and statements of earnings and deductions.
- Record employee information, such as exemptions, transfers, and resignations, to maintain and update payroll records.
- Issue and record adjustments to pay related to previous errors or retroactive increases.

Skills:

- Time Management-Managing one's own time and the time of others.
- Mathematics-Using mathematics to solve problems.
- Reading Comprehension-Understanding written sentences and paragraphs in work related documents.
- Active Listening-Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- Speaking-Talking to others to convey information effectively.
- Active Learning-Understanding the implications of new information for both current and future problem-solving and decision making.

Attributes:

- Information Ordering-The ability to arrange things or actions in a certain order or pattern according to a specific rule or set of rules (e.g., patterns of numbers, letters, words, pictures, mathematical operations).
- Mathematical Reasoning-The ability to choose the right mathematical methods or formulas to solve a problem.
- Oral Expression-The ability to communicate information and ideas in speaking so others will understand.
- Oral Comprehension-The ability to listen to and understand information and ideas presented through spoken words and sentences.
- Problem Sensitivity-The ability to tell when something is wrong or is likely to go wrong. It does not involve solving the problem, only recognizing there is a problem.
- Deductive Reasoning-The ability to apply general rules to specific problems to produce answers that make sense.
- Must be able to lift 25 pounds.

Experience and Education:

High School Diploma (or GED or High School Equivalence Certificate); Over 2 years payroll experience, up to and including 4 years.