

JOB TITLE:

Payroll Clerk

FLSA:

Non-Exempt

DEPARTMENT:

Accounting

REPORTS TO:

Payroll Administrator

SUMMARY:

Under supervision of the Payroll Administrator, the Payroll Clerk reviews employee timesheets for accuracy and policy compliance, and approves for biweekly payroll processing. The Payroll Clerk reconciles employee expense ledgers for payroll deductions and assists the Payroll Administrator with reporting requests and timesheet inquiries. Maintains accurate and complete payroll records, assisting with the conversion to electronic document storage for long-term record retention. Confidentiality and respect for the privacy of employee records and information must be at the forefront of all interactions.

MINIMUM REQUIREMENTS:

- High school diploma (GED); Associate's degree preferred
- One (1) to five (5) years of experience in payroll processing or business-related field
- Experience and ability with computer applications including Microsoft Excel and Word

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

"Essential functions" are primarily job duties that incumbents must be able to perform unassisted or with some reasonable accommodation made by the employer.

- Confidentiality and respect for the privacy of employee records
- Review employee electronic timesheets for accuracy and compliance with policy, approve for processing
- Resolve any timesheet discrepancies with employee/supervisor, approve for processing
- Answer employee and supervisor questions regarding timesheets
- Reconcile employee expense ledger balances for reimbursement through payroll deductions
- Assist in review of employee travel expense documentation for completeness and compliance with firm policy
- Assist Payroll Administrator with payroll record retention projects:
 - Retain excellent records of all payroll transactions, tax filings and interactions with employees and members
 - Ensure overall record maintenance is consistent and complies with IRS record retention guidelines
 - Scan hard copy records to digital versions for long-term storage
- Provide back-up assistance for transmission of biweekly payroll for hourly/salary employees in Payroll Administrator's absence
- Assist with payroll reporting requests, as necessary
- Assist with annual audits as necessary (401k, Worker's Compensation Insurance, testing, etc)
- Complete special projects as requested

WORKING HOURS:

Work may require more than 40 hours per week to perform the duties of the position.

WORKING CONDITIONS:

Overtime is possible and may be expected in order to perform the essential functions of the position.

Work is performed in a normal heated or air-conditioned office environment.

The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of essential functions, responsibilities or requirements.

This job description must not be misconstrued as a promise of employment, nor deemed as an employment contract. EOE. We participate in e-verify.