



JOB DESCRIPTION

for

Payroll Clerk

PURPOSE: Processes wage and salary activities and related withholdings. Posts payroll data and prepares routine reports/and or payments to government agencies and payroll vendors. Calculates and process special checks, reviews, edits and makes corrections and adjustments as needed.

RESPONSIBILITIES:

- Coordinates weekly payroll activities with supervisors and clarifies information based on laws and regulations
- Enters and posts payroll activities to payroll vendor reports and general ledger
- Compiles, prepares and maintains payroll reports and statistics
- Processes and enters required changes to employee information such as regular deductions, child support and garnishments to payroll vendor reports
- Prepares manual payroll checks as needed
- Reconciles general disbursement account to monthly bank statement
- Generates requested reports to Management as requested
- Back-up Accounts Payable, Accounts Receivable and Receptionist positions as needed
- Conducts daily cash deposits and bank reconciliation
- Prepares monthly bank report for Sales & Deposits
- Miscellaneous duties as assigned.

QUALIFICATIONS:

- High school graduate or equivalent.
- Two years of experience in an accounting department with at least six months of training in payroll procedures utilizing ADP preferred.
- Reliability in checking own work to ensure accuracy.
- An understanding of the Federal and State laws and regulations regarding payroll.
- Required maturity and experience to interface with all levels of factory management.