



Example of Data Entry Supervisor Job Description

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Our growing company is looking to fill the role of data entry supervisor. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

Responsibilities for data entry supervisor

- Manage interfacing, monitoring, troubleshooting and decision-making pertinent to the electronic timekeeping system (Time Clock Plus)
- Assist payroll supervisor to ensure payroll is complete and accurate
- Perform payroll accounting specialist duties for assigned locations
- Conduct regular Time Clock Plus training sessions and provide training materials
- Monitor voluntary deductions
- Process monthly accruals
- Oversee garnishments and payroll reconciliations
- Respond to inquiries for information and data as appropriate
- Develop and run informational queries using financial services and human resources iVisions databases
- Remain knowledgeable with human resources, financial services and district policies and procedures

Qualifications for data entry supervisor

- This position is located downtown and may require paying for parking (if applicable)
- At least 2 years of supervisory experience in a service related industry
- A minimum of 2 years' experience supervising operations and people
- A minimum of 2 years' experience with work cycle based delivery and metrics management

