



Example of Payroll Clerk Job Description

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Our company is growing rapidly and is searching for experienced candidates for the position of payroll clerk. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

Responsibilities for payroll clerk

- Reviews employment contract addendums to ensure required information is provided and recorded into the payroll system
- Scans payroll-related items into an electronic filing system
- Monitors the payroll email inbox and takes necessary action
- Solicits offices for employee promotion information and processes the promotions in the payroll system
- Serves as a back up to other payroll functions, when necessary
- To administer and prioritise HR payroll processes in a timely way ensuring that deadlines are met, bringing to the attention of the HR Operations Senior Support Officer any pay and superannuation issues
- Experience of working with an HR Payroll system
- Dealing with manual Calculations and complex payroll queries
- Complete special projects as they relate to payroll information
- General payroll administration (new starters, leavers, temporary staff)

Qualifications for payroll clerk

- Maintains records of nontaxable wages
- Prepares and transmits employee termination notifications, requests final time and expense reports, verifies expense advances for repayment, prepares and disperses final pay in accordance to wage and hour laws
- Monitors employment contract addendums' expiration dates and coordinates renewal with local offices

- To demonstrate understanding of the Council's Customer Care Standards and ensure that these standards are met in order to deliver the Council vision of 'putting our residents first'
- Need to understand and be able to calculate SSP and maternity and paternity payments dealing with timesheets payments for over time worked