



Example of Payroll Clerk Job Description

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Our growing company 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

- Payroll nominal ledger account reconciliation
- Preparation of monthly payroll costing journals
- Assist with the daily payroll processes
- Assisting with the biweekly processing of payroll in ADP eTime
- Assist Payroll Administrators
- Review and understand employee transactions including entry of direct deposit, tax withholding, in the payroll and time & labor system and maintaining data integrity within the systems
- Support employees with HR and payroll documents
- Understanding of benefits, HR and payroll processes and procedures
- Processing payroll transactions
- Delivering instruction/training to employees regarding the use of payroll-related systems including entry of timesheets, online access of pay statements

Qualifications for payroll clerk

- Dealing with complex queries sent to senior HR Officers
- Cases allocated to staff to deal with around total 200 case load split between teams fairly by managers
- To identify and suggest any improvements to current ways of working in order to deliver a more efficient and effective service for customers
- Superior interpersonal and communication skills to work with individuals at all

- Provide assistance to Credit and Claims & Adjustments to resolve questions and discrepancies