



Example of Payroll Clerk Job Description

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Our company is looking for a payroll clerk. To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities for payroll clerk

- Resolve any discrepancies surrounding payroll issues
- Data Entry of Direct Deposit and W-4's into payroll system
- Enter and audit all pay data into ADP Workforce Now payroll software
- Manage internal and external payroll related reporting
- Processing weekly payroll for approximately 50-75 employees
- Complete general clerical duties
- Pensions auto-enrolment
- Employee benefits administration through providers websites
- Answering employee queries
- Preparation and distribution of year end documents

Qualifications for payroll clerk

- Paper Timesheet experience
- Distribute paychecks
- File Appointment Forms/Time Sheets and other documents after each payday timely and accurately
- Make copies, sort incoming mail, and fax/shred documents
- Move documents to the storage room and keep the room in order
- Assist with answering employees' inquiries