



Example of Payroll Clerk Job Description

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

Responsibilities for payroll clerk

- Generate various payroll-related reports
- Prepare the biweekly payroll journal entries
- Manage different payroll related audits
- Perform year-end payroll duties including processing and distribution of W-2's/1099's for both US and Canada locations
- Monitor payroll system time entries
- Manages and processes payroll transactions for all employee types
- Assist during annual audits and other projects
- Keep working area clean and organized
- Assigning employees to timekeepers and managers in ADP eTime
- Helping to set up the time and attendance portion of the ADP workforce now system

Qualifications for payroll clerk

- Must be able to manage and maintain confidentiality of personnel, payroll, and all sensitive information according to federal, state, local laws and company policies
- Working knowledge of ADP eTime
- Handling some basic HR functions and filing audits
- 1+ year of previous Payroll experience
- Print the bi-weekly timesheets
- File bi-weekly Payrolls