



Example of Payroll Clerk Job Description

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Our innovative and growing company is looking to fill the role of payroll clerk. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don't fill all of the qualifications, you may still be considered depending on your level of experience.

Responsibilities for payroll clerk

- Tracking PTO, bonuses, increases and entering into payroll system
- Coordinating payroll entries
- Processing of biweekly payroll
- Enter time data into the Import file
- Monitor the Timesheets@k12 email box and reply to inquiries
- Manage liabilities including taxes, unemployment, workers comp
- Calculate and prepare off-cycle payments, including relocation payments, any missed pay in the time clocks
- Analyze pre-processing reports to ensure appropriate pay (time clock programs, benefit payments, commissions, expense report reimbursements,) and address issues
- Enters data into computer system using defined computer programs
- Review and understand HR record entry, along with consideration to retention guidelines, auditing, privacy and confidentiality

Qualifications for payroll clerk

- Ability to meet deadlines and support multiple payroll cycles each month
- Strong attention to detail & high accuracy rate required
- Knowledge and experience with Ultimate payroll system
- Prior SAP or other payroll/timekeeping system knowledge preferred
- General knowledge of databases and portals

