



Example of Processing Clerk Job Description

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Our company is hiring for a processing clerk. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

Responsibilities for processing clerk

- Process non-stock invoices for payment in the Accounts Payable system by the due date for both Canadian and US funds
- Process cheque requisitions in the Accounts Payable system for payment within same day
- Enters and ensure accurate and prompt review and accounting of timekeeping, deductions, incomes, rate changes, and other data critical to meeting deadlines and compliance for biweekly and on-demand payroll processing
- Work with Payroll Management to research, test, plan, design, and enhance timekeeping and payroll systems and processes
- Notify Payroll Management immediately of irregularities or errors
- Analyze irregularities related to clocking, system data, transaction entries, resolutions, and other related scenarios in an Ultipro (Ultimate Software) System
- Assist Payroll Management in formulating action plans to identify and reduce the number of paycheck errors
- Assist with payroll audits, providing all documents relative to processing and balancing
- Actively participate in a work environment that promotes teamwork, mutual respect, and accountability
- Perform all other tasks and duties as assigned and required by Payroll Management

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- This position will require the ability to lift up to but no more than 20 lbs
 - Work involves frequent use of computer, keyboard, mouse and desk phone, may involve standing, sitting, walking, bending, reaching, pushing, and pulling
 - Minimum lifting of less than 25 lbs
 - Escrow, Title Company, Mortgage or Banking preferred
 - Must be detail focused and possess excellent follow up skills
 - Candidates may be required to pass exam required for NJ Resident Producer License