

## **Payroll Clerk**

### **SUMMARY:**

An entry level record-keeping position essentially clerical in nature. Work is performed under close supervision and in accordance with established routines and procedures. Processes a variety of payroll entries and performs support functions to the Human Resources Department.

Job Functions include: (Note: this is a representative list only - complete list provided with purchase)

- Compiles payroll records from time sheets/time clocks or computerized records and prepares data for payroll processing.
- Processes all changes to payroll records (i.e. new hires, address and other personnel data changes; changes in hourly/annual pay rates, etc.) in time for next payroll preparation.
- Distributes pay vouchers to staff for each pay period.
- Calculates amounts due to organization arising out of payroll advances/unearned pay and initiates entries to recover amounts.

(also details Supervisory Responsibilities, Qualifications, Education and/or Experience, Language Skills, and work environment)