



POSITION OPENING

POSITION: **Payroll Clerk**

DUTIES: Responsible for all payroll and payroll procedures, including:

- Coordinating the preparation of hourly and exempt payroll, maintaining the payroll database – entering new employee data and removing terminated employees and entering changes in scheduled hours and making sure employees are in proper cost centers.
- Maintaining vacation, holiday and sick time schedules.
- Completing requests for worker's compensation, garnishments, and employee verification requests.
- Distributing weekly time reports and time card maintenance – entering and editing the system as needed.
- Daily time clock processing.
- Processing biweekly payroll.
- Answering questions pertaining to payroll matters, referring staff inquiries on non-payroll matters and policies to their supervisor.
- Reviewing and submitting for approval all payroll related invoices.
- Arranging for appropriate deductions, submitting all employee benefit applications for group health, life, pension, insurance, credit union withholdings and 403 (b) deductions to providers and/or vendors.

SCHEDULE: Monday through Friday, 8:00 am – 4:30 pm

STATUS: Full time with benefits

MIN. QUALIFICATIONS:

- High School graduate.
- Two years electronic payroll processing (ADP EZ Labor & Pay eXpert) software preferred.

Anyone who is interested in applying for this position is invited to submit an Application for Posted Position to the Human Resources office. This application may be obtained from your department head or the Human Resources office.

POSTED: 07/26/11

REMOVE: 08/02/11