

Job Title: Payroll Clerk
Department: Finance
Reports To: Chief Financial Officer/Treasurer



Job Summary:

Perform routine clerical work relating to the review, verification, and preparation of payroll or personnel records. Keep time and work records and other related duties as required. Process all aspects of payroll processing for all Township personnel.

Key Responsibilities:

- Preparation and processing of regular, supplemental, and retroactive payrolls.
- Maintain the addition and/or deletion of employees in the third party payroll software as required.
- Processing of all new hire paperwork including working papers for minors.
- Review and check payroll or personnel records, statements, documents, certificates, or time and attendance records.
- Makes appropriate charges such as voluntary deductions, payroll taxes, and pension contributions.
- Completion of unemployment requests for wage and separation information.
- Receive regular and supplemental paychecks from third party payroll provider and separate by department prior to distribution.
- Compute the less-difficult pay changes where the arithmetic computations and examination of basic authorization documents.
- Prepares reports of accumulations absences and vacations.
- Refer errors and irregularities to superiors.
- Provide basic assistance to employees in completing various payroll forms.
- Maintains confidential personnel records and files.
- Preparation of annual holiday schedule, annual payroll schedule and anniversary lists for the Township.
- Maintain Township FSA account tracking all balances, issuing reimbursement payments and assisting employees with the filing of claims.
- Provide clerical and complete other tasks as assigned by supervisors.

Minimum Qualifications:

- Self-motivated and ability to learn quickly.
- Ability to maintain high level of confidentiality.
- Possess excellent oral and written communication skills and organizational skills.
- Ability to work with figures and make accurate calculations.
- Approachable, visible and available to both internal staff and vendors.

Supervisory Responsibilities

- This position has no supervisory responsibilities.