



Payroll Clerk

Date: 09/01/2022

Reports to: Chief Financial Officer

Department: Accounting Department

Classification: Non-Exempt

Status: Full-time

POSITION SUMMARY:

Perform a variety of accounting and clerical duties relating to the recording, processing and issuing of bi-weekly payroll, and serve as a resource for employees with payroll concerns. Ensures agency employees are compensated correctly and timely.

ESSENTIAL FUNCTIONS:

- Process payroll including calculations of garnishments, benefits, taxes, and other applicable deductions.
- Calculate and report monthly, quarterly, and annually all financial, tax, wage and departmental expenditures.
- Responsible for entering all new employees and all employee status changes into payroll system.
- Manage electronic timekeeping system to ensure employees' time is reflected accurately prior to processing payroll.
- Assist with the preparation of internal and external auditing processes.
- Maintains payroll records.
- Assists with orientation and training programs.
- Ability to process various payroll entries into the accounting system.
- Participates in establishing goals that support the agency mission, philosophy, and visions.
- Upholds and promotes the Core Values and Mission Statement of SEK-CAP, Inc.
- Supports management decisions both in actions and word
- Maintains and assures confidentiality and privacy of SEK-CAP, Inc. customers.
- Provides leadership, which promotes harmony with the agency's strategic priorities and organizational values.
- Promotes positive public relations.
- Other duties as assigned.

KNOWLEDGE AND EXPERIENCE:

Essential:

1. Basic computer skills on IBM compatible P.C. systems and software.
2. Superior interpersonal skills. Ability to get along with diverse personalities. Tactful, mature, and flexible.
3. Ability to meet and deal tactfully with the public and to communicate effectively and clearly both orally and in writing.
4. Resourceful and well organized.
5. Must be of excellent moral character.
6. Ability to establish and maintain positive, effective working relationships.
7. Ability to learn and adapt.

Desired:

1. Minimum of one-year previous experience in the payroll field.
2. Previous experience as a trainer and with public speaking.
3. Previous payroll calculation and distribution.

EDUCATION AND QUALIFICATIONS:

1. BS/BA degree in Business Administration, Accounting or a related field OR an equivalent combination of experience and/or formal training and education.
2. Possess current, valid driver’s license and meet agency insurance underwriting guidelines.
3. Submit to and pass standard criminal history check.
4. Submit to and pass standard drug screen test.
5. Obtain CPR and First Aid Certification.
6. Must be vaccinated against COVID 19 prior to employment.

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Sit;
2. Use hands to finger, handle, or feel;
3. Reach with hands and arms;
4. Occasionally required to stand; walk and stoop, kneel, or crouch;
5. Regularly lift and/or move up to 10 pounds;
6. Required vision abilities include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus;
7. Occasional exposure to wet and/or humid conditions;
8. Outside weather conditions;
9. Extreme cold and extreme heat;
10. Noise level is usually quiet to moderate.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

ACKNOWLEDGEMENT:

“I have presented this job description to the employee and all aspects of the position have been reviewed.”

Supervisor Signature

Date

“I have read this job description and thoroughly discussed the contents with my supervisor.”

Employee Printed Name

Date

Employee Signature

Date