

Payroll Clerk

REPORTS TO: Accounting Manager

FLSA STATUS: Non-Exempt

STATUS: Full-Time, 52 weeks, 40 hours per week

SAFETY SENSITIVE: No

Job Summary:

Responsible for operating automated accounting systems and general office equipment, performing data entry at times in a repetitive fashion, including identifying and reporting discrepancies, computing rapid and accurate mathematical computations, gathering data and verifying information within the Accounting Team.

Essential Functions:

The Payroll Clerk will ultimately be evaluated on a combination of skills, dispositions and behaviors, some of which are related to the specific service area of this position and others that represent general expectations of all our agency employees.

The Payroll Clerk responsibilities chiefly fall within the following essential functions, although s/he may perform other tasks and/or duties as assigned. The Payroll Clerk will demonstrate competency to perform essential functions that include:

- Responsible for Payroll and Accounting Software modules for processing of payroll.
- Generate, review and audit payroll files for accuracy before processing.
- Responsible for making sure all salaries are coded to the appropriate program.
- Maintain Time & Attendance software.
- Transmit files to bank for staff direct deposit and paychecks.
- Maintain documentation for each payroll processed.
- Prepare requisition orders for benefits, deduction and tax payments.
- Keep current on wage and hour laws and ensure payroll procedures meet all guidelines and federal and state requirements.
- Prepare, reconcile and submit bi-weekly, federal and state tax payments utilizing payroll software for preparation and reconciliation purposes and on federal and state websites for payments.
- Process wage garnishment orders per mandated rules and regulations.
- Track COBRA payments from terminated employees and/or dependents; maintain accurate records and terminate coverage when appropriate.
- Responsible for employee accrual(s) tracking and reporting.
- Process 401k hardship and separation withdrawals.
- Responsible for W-2.
- Assists with preparing month-end journal entries as needed.
- Assists with site inventory annual update.
- Maintain confidentiality.
- Keep procedures for all duties updated in desk manual.
- Attend meetings and training sessions as needed and requested.
- Provide back-up functions for other accounting staff.

Minimum Qualifications:

- High School Diploma or GED required. Accounting, data processing, and office procedures course work from a vocational institute or similar educational environment preferred. AA/AAS degree in Accounting or related field preferred. All education must be from an accredited institution.
- Two years' experience with; Accounts Receivable and/or Payroll and fund accounting preferred.
- Knowledge of current wage and hour law and payroll and tax regulations.
- Strong computer skills, word processing, spreadsheets, email and internet.
- Arizona's driver's license, proof of insurance, fingerprint card, and Social Security card, and provide a vehicle for program business.
- Health Questionnaire is required at hire and will be updated every 3 years.

- Employee must be able to read, write, and understand English.

Knowledge, Skills, and Abilities:

- Knowledge of Accounting principles, practices, PGCCS and departmental policies and procedures, methods of bookkeeping, recordkeeping, payroll, and/or accounting, office practices and procedures required.
- Strong organizational skills, the ability to monitor and prioritize work load and meet strict deadlines.
- Proven ability to understand and utilize complex computerized software systems.
- Sustained concentration and attention to detail and accuracy.
- Strong interpretation and problem solving skills, particularly regarding accounting, payroll tax, and regulatory obligations.
- Ability to communicate (verbal and written) effectively and appropriately with others.
- Ability to work in a team environment and provide assistance in collaborative fashion.
- Demonstrate the understanding of CPS reporting system, signs symptoms of child abuse and neglect.

Physical Requirements:

Able to perform the following physical requirements of the position with or without reasonable accommodation: critical sensory requirements include general vision, specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus, hear or listen in the normal range (corrected) and speak and give directions clearly. Able to walk, sit, stand, kneel, crouch, crawl, reach, lift, carry, push, pull or otherwise move objects up to 10 lbs., and occasionally lift and/or move up to 25 pounds.

Working Conditions:

Work is performed in a classroom/office setting where minimal exposure to injury exists. Hours of work will generally be during regular business hours and average at least 40 hrs. per week. There will be work variations in work hours due to employee special projects, deadlines, and other concerns. PGCCS employees have the possibility of exposure to blood or other potentially infectious materials through collateral duty to their routine work assignments, such as rendering first aid if need arises, and seldom exposure to vibration, toxic conditions, odors, dust, mold and poor ventilation.

Acknowledgements:

This job description describes the general nature and level of work performed. The employee may be required to perform other job-related duties. All requirements are subject to change over time. I am fully qualified for this position, and can perform the duties as described. I understand that PGCCS is an Affirmative Action/EEO/At-Will Employer and that PGCCS reserves the right to revise this job description as necessary.

I acknowledge that this job description is neither an employment contract nor a legal document. I have received, read, and understand the expectations for the successful performance of this job and my questions have been answered thoroughly.

Employee Signature

Date