

Payroll Accounting Specialist Job Description

Starting Pay: \$31,200.00 - \$40,560.00 per year depending on experience and education

Summary Description:

Clerical accounting work involved in the preparation, maintenance, examination, analysis and verification of accounting and financial records. This position requires ability to perform complex tasks and regular attendance during payroll weeks.

Job Duties including but not limited to:

- Processing payroll supplements: Entering and calculating retro time entry corrections, benefit payouts, additional one-time payments, non-cash payments and other benefit payments.
- Assist with time entry for Clerk's office employees.
- Balance payroll totals and process payrolls.
- Process pay checks and submit direct deposit files electronically.
- Verify and post payroll to financial accounts.
- Verify and post insurance premiums, union dues and other payments deducted from employees' paychecks to be processed by Accounts Payable.
- Process biweekly payments submitted electronically including Federal taxes, Deferred Comp, and Child Support.
- Generate and balance Warrant Registers and Clearing Accounts.
- Prepare reports to accompany deduction checks mailed each pay period.
- Assist with preparation and submission of monthly Retirement Report.
- Assist in compiling data/information for Management and Auditors.

Knowledge and Skills:

- Knowledge of basic math and ability to perform basic mathematical calculations.
- Ability to interpret and follow procedures and instructions.
- Ability to maintain and compile fiscal data and records.
- Ability to work independently with minimal supervision after training occurs.
- Ability to demonstrate sound and accurate judgment.
- Ability to establish and maintain effective working relationships, including building positive morale amongst team members.
- Ability to review fiscal data for accuracy and completeness,
- Ability to monitor own work for accuracy.
- Excellent Customer service skills.

Job Requirements:

- High school diploma or equivalent and at least one year of bookkeeping or clerical-accounting experience focusing on Payroll related functions.
- Finance and Business degree may substitute for experience.
- Data entry experience.
- Protect confidential information and practice discretion.
- Frequent employee interaction
- Ability to work flexible hours Monday through Friday. Attendance during payroll weeks is imperative. May be required to work longer hours Monday through Wednesday of payroll weeks and flex hours to avoid overtime status for the remainder of the week.