



Employee Requisition Form

Position to Be Filled: Payroll Clerk

Purpose: Responsible for providing payroll records and reporting to the Payroll Supervisor.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Prepares, verifies, and inputs payroll information, including ensuring the proper documentation and authorization are attached.
- Prepare and input payroll time sheet.
- Review and approves payroll deductions and maintains sick and vacation leave and other reporting requirements.
- Answer employee inquiries on their individual check.
- Analyzes and reconciles all payroll related account balances.
- Prepares payroll checks, direct deposit and distributes payroll to authorized personnel only.
- Prepares state, federal, and tribal reporting requirements.
- Assist in the monthly closing.
- Assist with accounts receivable and special projects, as necessary.
- Ensure compliance with all Human Resource policies and procedures, promoting an environment that treats all people with respect, and prohibits discrimination and harassment of any kind.
- Ensure compliance with all safety, health, and environmental policies, procedures, and regulations within the department.
- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or abilities required.
- High school diploma or general education degree (GED) required.
- 1-2 years of accounting/payroll experience.
- Any other duties as assigned.

Reports To: Supervisor
Approximate Hours: Full-time

