

Job Description

Job Title: Personnel Records and Payroll Clerk

Department: Human Resources

Supervisor: Human Resource Director

FLSA Status: Non-Exempt

Summary

Compiles and maintains personnel records by performing the following duties.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

Records employee information such as personal data, compensation, benefits, tax data, attendance, performance reviews or evaluations, and termination date and reason.

Processes employment applications and assists in other employment activities.

Updates employee files to document personnel actions and to provide information for payroll and other uses.

Examines employee files to answer inquiries and provides information to authorized persons.

Compiles data from personnel records and prepares reports.

Computes wages and records data for use in payroll processing.

Compiles and maintains records for use in employee benefits administration.

Compiles payroll data such as hours worked, sales or piecework, taxes, insurance, and union dues to be withheld, and employee identification number, from time sheets and other records.

Prepares computer input forms, enters data into computer files, or computes wages and deductions and posts to payroll records.

Reviews wages computed and corrects errors to ensure accuracy of payroll.

Records changes affecting net wages such as exemptions, insurance coverage, and loan payments for each employee to update master payroll records.

Records data concerning transfer of employees between departments.

Prorates expenses to be debited or credited to each department for cost accounting records.

Prepares periodic reports of earnings, taxes, and deductions.

Keeps records of leave balances.

Prepares and issues paychecks.

Supervisory Responsibilities

This job has no supervisory responsibilities.

Competencies

To perform the job successfully, an individual should demonstrate the following competencies:

Continuous Learning - Seeks feedback to improve performance; pursues training and development opportunities; strives to continuously build knowledge and skills; shares expertise with others.

Job Knowledge - Competent in required job skills and knowledge; uses resources effectively.

Use of Technology - Demonstrates required skills; adapts to new technologies.

Problem Solving - Gathers and analyzes information skillfully; uses reason even when dealing with emotional topics.

Customer Service - Manages difficult or emotional customer situations; responds promptly to customer needs; solicits customer feedback to improve service ; responds to requests for service and assistance; meets commitments.

Communications - Expresses ideas and thoughts verbally; expresses ideas and thoughts in written form; exhibits good listening and comprehension; keeps others adequately informed; selects and uses appropriate communication methods.

Cooperation - Establishes and maintains effective relations; exhibits tact and consideration; offers assistance and support to co-workers; works cooperatively in group situations; works actively to resolve conflicts.

Oral Communication - Speaks clearly and persuasively in positive or negative situations; listens and gets clarification; responds well to questions.

Teamwork - Balances team and individual responsibilities; exhibits objectivity and openness to others' views; gives and welcomes feedback; contributes to building a positive team spirit; puts success of team above own interests; able to build morale and group commitments to goals and objectives.

Written Communication - Writes clearly and informatively; edits work for spelling and grammar; presents numerical data effectively; able to read and interpret written

information.

Conflict Resolution - Encourages open communications; confronts difficult situations; maintains objectivity; keeps emotions under control; uses negotiation skills to resolve conflicts.

Diversity - Promotes a harassment-free environment.

Ethics - Treats people with respect; works with integrity and principles; upholds organizational values.

Organizational Support - Follows policies and procedures; completes administrative tasks correctly and on time.

Adaptability - Adapts to changes in the work environment.

Personal Appearance - Dresses appropriately for position.

Attendance/Punctuality - Is consistently at work and on time.

Dependability - Follows instructions, responds to management direction; takes responsibility for own actions.

Safety and Security - Observes safety and security procedures.

Qualifications 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, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

One year certificate from college or technical school; or three to six months related experience and/or training; or equivalent combination of education and experience.

Language Skills

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

Mathematical Skills

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

Reasoning Ability

Ability to apply common sense understanding to carry out instructions furnished in

written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Computer Skills

Ability to learn payroll and HR software. Be proficient with Excel spreadsheets and Word documents.

Physical Demands The physical demands 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.

While performing the duties of this Job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms and talk or hear. The employee is frequently required to stand; walk and stoop, kneel, crouch, or crawl. The employee is occasionally required to climb or balance and taste or smell. The employee must frequently lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision and ability to adjust focus.

Work Environment The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.