

## **JOB DESCRIPTION**

**JOB TITLE:** Payroll Assistant  
**REPORTS TO:** Assistant Director of Payroll  
**FLSA STATUS:** Non-Exempt

**SUMMARY:** Provides support to the payroll department and ensures the timely and accurate processing of payroll records by compiling, organizing, and entering data into HRP.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

1. Review time sheets, wage computation, and other information to detect and reconcile payroll discrepancies.
2. Process paperwork for new employees and enter employee information into the payroll system.
3. Act as a liaison regarding employee paperwork and other payroll related issues with the Benefits, Human Resources, and Accounting Departments to streamline processes.
4. Verify attendance, hours worked, and pay adjustments, and post information onto designated records in HRP.
5. Compute wages and deductions, and enter data into HRP.
6. Record employee information, such as exemptions, transfers, and resignations, to maintain and update payroll records.
7. Process and issue employee paychecks and statements of earnings and deductions.
8. Keep track of leave time, such as vacation, personal, and sick leave, for employees.
9. Compile employee time, production, and payroll data reports from HRP and other records.
10. Prepare miscellaneous financial and operational reports in HRP upon request.
11. Issue and record adjustments to pay related to previous errors or retroactive increases.
12. Act as a Payroll Specialist back-up by processing payrolls as well as prepare paychecks for distribution, both for on-cycle and off-cycle payrolls.
13. Address non-escalated client and employee issues in a timely manner.
14. Perform payroll audits to update client and employee data in HRP.
15. Back-up reception desk as needed.
16. Assist in special projects at the direction of the Payroll Specialists and Assistant Director of the Payroll Department.

### **KNOWLEDGE:**

1. Clerical — Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, designing forms, and other office procedures and terminology.
2. Language — Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar. Fluency in Spanish preferred.
3. Mathematics — Knowledge of arithmetic, algebra, geometry, statistics, and their applications.
4. Economics and Accounting — Knowledge of economic and accounting principles and practices and reporting of financial data.

### **SKILLS:**

1. Experience with Microsoft Office required.
2. Proficiency in Excel required.

3. Experience with HRP preferred.
4. Virtual Software Virtual Timecard.

**ABILITIES:**

1. Ability to listen, communicate (written and verbal), excellent grammar, spelling and proofreading skills, and follow up effectively with all staffing levels.
2. Ability to communicate information and ideas in speaking and writing so others will understand.
3. The ability to choose the right mathematical methods or formulas to solve a problem.
4. Excellent client service skills.
5. Ability to work in team oriented environment.
6. Ability to work independently in a time sensitive environment.
7. Ability to maintain confidentiality.
8. Ability to prioritize and organize workload, multi-task, adapts quickly to change, and deliver under the pressure of deadlines.
9. Ability to develop and maintain cooperative working relationships with the Payroll, Benefits, and Human Resources Department, as well as clients and vendors.
10. Excellent time management skills and must be detail oriented.

**EDUCATION/EXPERIENCE:**

1. High School Diploma or equivalent required.
2. 2 years administrative experience preferred.
3. 2 years payroll experience preferred.

**CERTIFICATES/LICENSES REQUIRED:**

1. Fundamental Payroll Certification (FPC) is a plus.