



Clerk III, Payroll

Reports to: Director

Division: Finance

Structure/Grade: Unified 114

Workdays: 246 Days

Position Summary

Serve as the primary contact for payroll-related inquiries, providing routine support and assistance to employees as required under direct supervision as an entry-level individual contributor.

Essential Job Duties

- Review employees' direct deposits for accuracy, escalating issues as appropriate.
- Provide customer service support by answering phone calls and addressing inquiries or concerns.
- Ensure all Employee Action Forms are complete and accurate before processing.
- Perform daily data entry functions accurately, ensuring that all necessary data is captured for operational efficiency.
- Handle the submission of payroll-related documents, ensuring timely delivery and compliance with relevant policies.
- Perform additional duties as assigned.

Qualifications

- A High School diploma is required.
- Associate degree in Business Administration, Finance, or Accounting with less than one year of related experience, OR equivalent combination of education and experience is preferred.

Knowledge, Skills, and Abilities

- Knowledge of basic accounting principles
- Effective oral, written, and interpersonal communication skills
- Strong organizational skills
- Strong attention to detail with the ability to maintain a high level of accuracy
- Strong time management skills.
- Good computer skills, including the ability to use all relevant software
- Good numeracy and analytical skills
- Good customer service orientation
- Ability to collaborate well with others
- Ability to multitask and prioritize work effectively
- Ability to complete tasks that are typically basic in scope, on behalf of other professionals
- Ability to resolve problems within defined parameters
- Ability to follow clearly established processes



Physical Demands and Work Environment

- Constantly required to exchange accurate information.
- Constantly operates a computer and other office machinery.
- Constantly observes details at close range.
- Frequently remains in a stationary position.
- Occasionally moves about inside an office.
- Occasionally moves office equipment weighing up to 25 pounds.
- Constantly works in an indoor environment.

By signing below, I agree that I have read and understand the requirements and the essential functions of this position.

Employee: _____ Date: _____