



POSITION TITLE:	Payroll Clerk & Assistant	EXEMPT STATUS:	Non-Exempt
DEPARTMENT:	Administration	CATEGORY:	
LOCATION:	District Office 41630 W Louis Johnson Drive Maricopa, AZ 85138	SALARY RANGE:	
REPORTING RELATIONSHIP:	This position will report to the Director HR & Safety	SUPERVISORY RESPONSIBILITY:	This is no supervisory duties at this time

DEFINITION:

Under the direction of the Director HR & Safety, the Payroll Clerk will process bi-weekly payroll for 100+ employees in accordance with established practices and guidelines and assist the Director in HR and Safety activities.

JOB SUMMARY:

Responsibilities for this position include but are not limited to:

- Processing bi-weekly payroll and post payroll reports.
- Produce and upload federal, state, and local tax payments.
- Quarterly report compilation and filing.
- Assist Director HR & Safety with record management, filing, applicant tracking, research vendors.
- Assist with Safety Committee meetings.
- All other duties as assigned.
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ESSENTIAL FUNCTIONS:

- Collecting and verifying timekeeping information for all employees.
- Consult with Managers/Supervisors/Employees about discrepancies.
- Prepare ACH uploads, prepare paper checks, fold and distribute paychecks/stubs.
- Analyze information for accuracy and balance with Accounting.
- Investigate and resolve any discrepancies in payroll.
- Deal with complaints and questions regarding payroll from employees and upper management.

ESSENTIAL QUALIFICATIONS:

- Strong numerical skills.
- Excellent verbal and written communication skills.
- Demonstrates flexibility and efficient time management and ability to prioritize workload.
- Data entry skills.

SPECIAL REQUIREMENTS:

- Confidentiality is a priority.
- Knowledge of Federal and State taxation and compliance pertaining to all payroll matters.
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EDUCATION:

- High School Diploma or equivalent
- Preferably an Associate's Degree

EXPERIENCE:

- Payroll processing experience
- Understanding of basic accounting principles.
- Knowledge of federal and state payroll regulations and requirements.
- Experience in data collection, entry, and reporting with great attention to detail and integrity

WORKING CONDITIONS:

- Work in an office environment.
- Sustained posture in a seated position for prolonged periods of time.
- Some light lifting.