

## FINANCE DEPARTMENT PAYROLL CLERK

### Brief Description

Handle all functions of payroll, timekeeping, retirement records, and BWC

Full- Time Position with Benefits

Salary 16.82 – 18.27

### Essential Functions

- Distribute and collect timecards
- Audit time sheets to ensure information is properly recorded, calculated, and authorizing signatures are official
- Encode information to ensure proper deductions are withheld such as Federal, State, Local, Medicare/FICA, retirement, insurance, savings, and gross earnings
- Transmit direct deposit to financial institution
- Ensure hours are charged to correct department
- Process hours worked in VIP payroll software
- Maintain and track all employees sick, vacation, and compensatory time
- Maintain all personnel records such as addresses, close out files when employees retire, resign, or transfer; and advise employees on income tax withholding and other mandatory deductions
- Prepare and mail earnings and tax withholding statements for employees
- Complete all employee verification records
- Maintain and track all OPERS, Police and Fire Pension, RITA, FICA, Medicare, Child Support, Federal & State, FOP, and Credit Union, transactions and reports
- Reconcile Payroll Bank Statements
- Process Bureau of Worker's Compensation Correspondence
- Duties as assigned
- VIP Payroll Processing experience a plus
- Answers phones as needed
- VIP Finance Payroll Software a plus
  - Experience working in an office setting
  - Previous VIP payroll software experience a plus
  - Fundamental Payroll Certification (FPC) a plus