**OCCUPATIONAL DEVELOPMENT CENTER, INC.**

**JOB DESCRIPTION**

**Job Title:**  Payroll Clerk Personnel Sign off: \_\_\_\_\_\_\_\_\_\_\_

**Salary Range:** Unclassified Date: \_\_\_\_\_\_\_\_\_\_\_

**Supervised By:** Vice President of Finance

**Supervises:** None

**Personnel Classification:** Support Staff, Level 4

**GENERAL DESCRIPTION**

Payroll and general accounting duties. Regulate and organize payroll techniques and all payroll events. Process and monitor all regular payroll checks, direct deposits, termination checks, bonus checks, and other payroll checks. These duties include inputting of data and distribution of paychecks. Utilize automated time and attendance software and programs for day-to-day operations. The position also requires the reporting and booking of various journal entries to the general ledger. Provides payroll information by answering questions and requests.

**KNOWLEDGE & EXPERIENCE**

High school graduate or GED plus two (2) years of payroll or bookkeeping experience. Additional education may be considered as a substitution for the minimum experience requirements. Knowledge of Payroll terminology and methods. Must be proficient in all Microsoft Office applications and possess extensive Excel skills. Knowledge of wage and hour laws a plus.

**SKILLS & ABILITIES**

Demonstrates the ability to operate independently with intermittent supervision. High degree of accuracy and detail orientation required. Strong work ethic and team player. The ability to establish and maintain effective working relationships with other employees at all levels; and must be able to effectively communicate orally and in writing. Organizational, multi-tasking, and prioritizing skills.

**OTHER QUALIFICATIONS**

Must be able to maintain confidentiality and exercise extreme discretion regarding employee records, personnel transactions, and sensitive issues affecting payroll. The ability to thrive in a fast-paced environment with cyclical deadlines. Flexibility to work in a changing environment.

**COMMENTS**

Must accept and actively support the Mission and Vision of ODC and adhere to the professional Code of Ethics by: demonstrating sensitivity, respect and an understanding of the special needs of individuals with disabilities; embracing the cultural diversity of experiences and knowledge among the people we work with; serving as a positive role model in dress, speech and behavior; maintaining consumer confidentiality; and complying with policies and standards set forth.

Job descriptions are considered to be classification and recruiting tools and are not intended to limit the assignment of work.

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**SPECIFIC DUTIES AND RESPONSIBILITIES**

1. Accurate and timely payroll processing using the designated platform for hourly and salaried employees as well as persons served.
2. Ensure compliance with ODC policies and procedures as well as federal and state payroll laws and regulations.
3. Monitor, retain and secure proper payroll documentation.
4. Assists in providing supporting documentation for audits.

1. Resolve payroll discrepancies directly with employees and/or their respective Division Manager.
2. Collaborates with Division Managers to ensure employees and persons served hours are submitted accurately and approved on a timely basis every pay period.
3. Upload ACH files to bank for payroll disbursements.
4. Collaborates closely with Human Resources to ensure proper deduction and/or payment of benefit elections, garnishments and tax withholdings.
5. Prepare and record monthly payroll accruals as needed.
6. Support ongoing improvement of overall payroll procedures by providing input/feedback on possible process changes for greater efficiencies.
7. Prepares journal entries for payroll disbursements.
8. Prepare federal and state withholding reports on a weekly basis and submit to Human Resources.
9. Record payroll disbursements on the Tax Liability Schedule.
10. Performs various journal entries, account reconciliation and General Ledger support.
11. Perform other duties as assigned and as changing conditions require and new opportunities arise.

**I have reviewed these job requirements and verify that I can perform all essential functions of this position.**

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**Signature Date**