



JOB DESCRIPTION

POSITION: Human Resources/Payroll Clerk
DEPARTMENT: Human Resources
REPORTS TO: Human Resources/Payroll Coordinator
CLASSIFICATION: Non-Exempt
APPROVED BY: Chief Operating Officer
APPROVED DATE:

Summary

Provides administrative support to the Human Resources Department and assists with payroll processing. Responsible for providing professional human resources and payroll services to management and employees.

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Perform customer service functions by answering employee requests and questions
- Process new employee, terminations, transfers and promotions
- Complete I-9 for new hires and maintain I-9 records
- Conduct benefit enrollments for new hires
- Accurately and timely completion of any state requests and verifications
- Collect and compile payroll data and enter data using appropriate software
- Update payroll records by recording changes including insurance coverage, salary increases and deductions
- Understand FMLA/LOA policies and legal requirements
- Tracking of FMLA/LOA
- Assist with Workers Compensation claims
- Track and follow up on employees who are either out of work on a worker's comp injury or on temporary light duty

Competencies

- Communication
- Critical Evaluation
- Relationship Management

- Time Management
- Organization Skills
- Ethical Practice

Supervisory Responsibility

This position has no supervisory responsibilities.

Work Environment

While performing the duties of this job, the employee regularly works in an office setting. This role routinely uses standard office equipment such as computers, telephone, headset and photocopiers.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

This is a largely sedentary role; however, some filing is required. This would require the ability to lift files, open filing cabinets and bend or stand on a stool as necessary. While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to sit, stand; walk; use hands to finger, handle or feel; and reach with hands and arms. The employee is regularly required to stand or sit and move about the facility. May have to lift up to 25 lbs.

Position Type/Expected Hours of Work

This is a full-time and part-time position, Monday through Friday 8:00 a.m. – 5:00 p.m. Occasional early or late hours may be required as job duties demand.

Required Education and Experience

- High School Diploma required, some college preferred.
- 1-3 years' experience in clerical environment. Previous experience in human resources and payroll preferred.

Abilities:

- Strong verbal and written communication skills.
- Strong organizational and multi-tasking skills
- Ability to exercise discretion, confidentiality and business ethics required.
- Must work well independently and in a team environment
- Intermediate or advanced computer skills in Microsoft office suite including word and excel.

- Strong data entry skills
- Strong numerical skills
- Must be detailed oriented
- Strong customer service skills

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Signatures

This job description has been approved by all levels of management.

Manager _____

HR _____

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee _____ Date _____