

Position Title
Payroll Clerk

Date Prepared
03/18/03

Department
Accounting

Location
Brainerd

Reports to: Accounting Manager

I Position Purpose

- Responsible for processing bi weekly payroll.
- Responsible for daily editing, verification and processing of real time labor entries in Logic system.
- Responsible for month end and quarter end processes and reporting as related to real time and payroll.
- Responsible for assisting other areas of Accounting and assisting Human Resources department as required.
- Responsible for billing projects, services and other accounts receivable duties as assigned.

II Budget Dimensions

- Full time, regular position.

III Primary Functions Duties and Responsibilities

- Edit employee hours in payroll timekeeping system as directed by department Supervisor.
- Track and record employees' attendance.
- Accurate processing and recording of all duties related to payroll.
- Review and edit employees labor transactions for job costing purposes.
- Assist other areas of accounting department as needed.
- Assist Human Resources department as needed.

IV Communication

External Contacts

* Temporary Agencies

Internal Contacts

* Accounting Manager
* Managers & Supervisors

Nature or Purpose

* Temporary staffing

Nature or Purpose

* Direction, feedback & information exchange.
* Information exchange & Verification

V Problem Solving

- Ensure that the payroll and job costing entries are accurate.
- Ensure that all concerns and /or questions are handled promptly and efficiently.
- Provide information to managers and supervisors.

VI **Education and Experience**

- Minimum High School Diploma
- Excellent communication and interpersonal skills.
- Computer experience required.

VII **Travel / Physical Exertion**

- Possible local travel on occasion.
- Travel to seminars or training.

VII **Other Information**

- Detail oriented
- Ability to prioritize and work independently
- Self-motivated
- Flexible and versatile.

Employee Signature: _____ **Date:** _____
