



JOB DESCRIPTION

Job Title:	Payroll Clerk	Reports to Job Title:	Controller
Department:	Accounting	Division:	Administration
Direct Report(s):	None	FLSA Status:	Non-Exempt
<input type="checkbox"/> New Position	<input checked="" type="checkbox"/> Revised Position	Last Revised:	02/21/2017

SUMMARY:

Working under general supervision, performs accounting functions requiring in-depth knowledge of all payroll related activities. Responsible for payroll record keeping and audits, as well as federal and state quarterly and annual tax reports.

ESSENTIAL FUNCTIONS: (other duties may be assigned)

- Maintains payroll information by collecting, calculating, and entering data.
- Updates payroll records by entering changes in exemptions, insurance coverage, savings deductions, and job title and department/division transfers.
- Prepares reports by compiling summaries of earnings, taxes, deductions, leave, disability, and nontaxable wages.
- Determines payroll liabilities by calculating employee federal and state income and social security taxes and employer's social security, unemployment, and worker's compensation payments.
- Resolves payroll discrepancies by collecting and analyzing information.
- Provides payroll information by answering questions and requests.
- Maintains payroll operations by following policies and procedures; reporting needed changes.
- Maintains employee confidence and protects payroll operations by keeping information confidential.
- Contributes to team effort by accomplishing related tasks as needed.
- Works closely with Human Resources Department when processing both new and existing employees.
- Approaches all decision making with environmental and social impacts in mind, actively seeks ways to improve sustainability efforts in day-to-day duties, and assists in implementing applicable sustainability initiatives.
- *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.*

COMPETENCIES:

- Minimum 5 years of experience in payroll or related field
- Outstanding customer service skills
- Attention to detail and good organizational skills
- Willingness to be open, to learn and take on new responsibilities
- Ability to maintain confidentiality
- Effective communication skills
- Ability to read and comprehend instructions
- Analytical ability and proficiency in math
- Ability to work in a fast-paced environment

TECHNICAL SKILLS:

- 1) Quality of Work
 - a. Understands technical requirements of the job, applies technical knowledge consistently.
 - b. Performs all tasks per the department procedure.
- 2) Quantity of Work
 - a. Performs all tasks consistently at an acceptable rate as outlined by department supervisor.
 - b. Organizes tasks efficiently, maintains focus and stays productive.
- 3) Safety
 - a. Maintains a safe work environment per the department procedures; federal and state regulations.
- 4) Computer Skills
 - a. General knowledge of computers, internet and e-mail
 - b. Working knowledge of Microsoft Word, Excel, and Outlook as well as general database entry
 - c. Ten-key

WORK ENVIRONMENT:

This is a position in a shared office environment, although noise level is generally low. This position uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

PHYSICAL DEMANDS:

- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and /or ability required.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this job.
- While performing the duties of this job, the employee is regularly required to sit and talk or listen. The employee frequently is required to reach with hands and arms. The employee is occasionally required to walk and use hands to finger, handle, or feel objects, tools or controls.
- The employee must regularly lift and/or move up to 20 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by the job include close vision, depth perception, and the ability to adjust focus.
- The noise level in the work environment is usually moderate.

POSITION TYPE & EXPECTED HOURS OF WORK:

Full time – 40 hours per week

EEO STATEMENT:

North Coast Co-op provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, North Coast Co-op complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

SIGNATURE:

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 _____