

Sunrise Express

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Payroll Clerk

Description

Compile payroll data to maintain payroll records by performing the main job duties and responsibilities as noted below.

Responsibilities

Compile payroll data such as hours worked, sales or piecework, taxes, insurance to be withheld, and employee identification number, from time cards, logs or other records; enter data into the computer files or compute wages and deductions and post to payroll records; review wages computed and correct errors to ensure accuracy of payroll; record changes affecting net wages such as exemptions, insurance coverage, loan payments, and garnishments for each employee to update the master payroll records; record data concerning transfer of employees between departments; prepare periodic reports of earnings, taxes, and deductions; keep records of leave pay and non-taxable wages; and prepare and issue paychecks.

Statements included in this job description do not necessarily represent an exhaustive list of all responsibilities, skills, duties, requirements, efforts or working conditions associated with the job. While this is intended to be an accurate reflection of the current job, management reserves the right to revise the job or to require that other or different tasks be performed as circumstances change.

Qualifications

Minimum of 2 years of Payroll Experience; excellent analytical skills; sound understanding of accounting principals; computer Literate – Strong Excel skills and the ability to use Outlook and Word; ability to accurately prepare daily, weekly, monthly, quarterly and annual reports; ability to read and understand simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to present information in one-to-one and small-group situations; ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

Preferred:

Transportation experience and Bachelors Degree (B.A.) in Accounting or Business Management from a four-year college or university

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Hiring organization

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June 19, 2022