

JOB OPENING

Department: Hammond Sanitary District

Job Title: Payroll Clerk

Date Requested: January 2, 2019

Date needed: ASAP

Salary: \$38,930.06 – 40,929.98 DOQ annually/full time

Job Requirements:

- Workable knowledge of computerized payroll systems & Microsoft Office
- Basic understanding of data processing
- Operate various office machines, computers and printers
- Extensive knowledge of State and Federal payroll rules and regulations
- Ability to communicate proficiently verbally and in writing
- Ability to operate typewriter, fax machine, copy machine, and 10 key calculator efficiently
- Ability to read and interpret documents such as time sheets, payroll forecasts, union contracts and procedure manuals
- Ability to write routine reports and correspondence
- Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals
- Ability to compute rates and percentages and to prepare payroll
- Ability to apply commonsense understanding to carry out detailed, but uninvolved written or oral instructions
- Ability to deal with problems involving a few concrete variables in standardized situations
- Ability to work with minimal supervision
- Ability to meet various deadlines
- Ability to work as part of a team
- High School Diploma or GED or three year related work experience
- Must be bondable

Job Duties:

- Compiles payroll data such as hours worked, shift differentials, overtime hours,

- taxes, insurances, dues to be withheld, from time sheets and other records
- Reviews wages computed and corrects errors to ensure accuracy of payroll
 - Prepares quarterly and annual fiscal reports for PERF, state and federal government agencies
 - Prepares periodic reports of earnings, taxes and deductions
 - Handles wage verification inquiries
 - Updates and maintains records concerning holiday pay and acting pay
 - Maintains updated records of employees concerning sick time, vacation time, personal time and time returned
 - Types routine correspondence as required
 - Compiles and prints payroll salaries, overtime and any other statistical reports and charts
 - Answers any questions regarding paychecks
 - Files correspondence and other records
 - Makes copies of correspondence and other printed matter
 - Performs other duties as requested

Responsibility

Work must be performed without direct supervision, and requires much detail and accuracy. Majority of work involves telephone and personal contact.

Personal Work Relationships

Contact involves immediate staff, city employees, financial institutions and governmental agencies.

Work Environment

All work is performed in a standard office environment

Position will to be posted internally from **January 2, 2019** thru **January 8, 2019**. If position is not filled internally, it will be held open for external applications an additional ten (10) working days. The position will remain open until filled or no more than 10 working days. If interested, please complete the attached bid form and return it to the Personnel Office no later than **January 8, 2019**.