

Rejuvenate



Payroll Clerk - Job Description

version 6.2.26

Department	Accounting
Reports To	Chief Financial Officer
Location	Eden Foods, Clinton, Michigan
FLSA Status:	Non-Exempt

Position Summary

The Payroll Clerk carries out payroll functions and record keeping associated with calculating and processing Eden Foods' payroll. Maintaining timely, up-to-date, and accurate in-house hardcopy records is paramount. The position works with Department accountants, managers, supervisors, and the Company's payroll contractor (currently Paylocity).

Essential Duties and Responsibilities

Maintain communication channels with all Company Department managers and supervisors to ensure payroll details are contemporaneously accurate. Timely receipt and processing of attendance data allow managers and supervisors access to needed facts, while it tracks used vs. allocated time off for the calculation of some employee benefits.

Provide backup support in the preparation and processing of bi-weekly payroll in conjunction with payroll software.

1. Ensure payroll logs and payroll databases are maintained accurately and updated in a timely manner.
2. Collect, verify, and process paid time-off requests in company files and at Paylocity.
3. Address payroll discrepancies and promptly respond to employee payroll inquiries, as needed.
4. Maintain hard-copy, in-house employee personnel and payroll files, including benefits, deductions, reimbursements, earnings, and exemptions.
5. Process and file new hire, termination, and employee change documentation.

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6. Ensure payroll and employee recordkeeping systems always contain current and accurate employee information, to the best of your ability.
7. Download, compile, and maintain weekly and monthly payroll reports for the maintenance of in-house record-keeping purposes.
8. Preparation of accurate payroll reports using verified source data.
9. Assist the accounting team with departmental projects and additional responsibilities as assigned.

Qualifications

1. Education and experience necessary to provide competent, reliable effort to assigned duties.
2. Previous payroll, accounting, clerical, or administrative experience preferred.
3. Experience with payroll systems such as Paylocity preferred.
4. Strong attention to detail and accuracy.
5. Professional verbal and written communication skills.
6. Proficient or willing to learn Microsoft Office components, Eden Foods' software Paylocity, and other computer programs.
7. Strong organizational, problem-solving, and time-management skills.
8. Ability to work independently and as a team member of the Department.
9. Conduct business in a straightforward and forthright manner.

Work Environment

- Primarily office-based environment, with occasional travel as may be required.
- Regular use of computer systems, payroll software, and office equipment.
- May require extended periods of sitting and computer work during certain processing periods.

Disclaimer

This job description is not intended to be all-inclusive or a complete explanation of all duties. Employees may be required to perform other related duties as assigned by management. Eden Foods reserves the right to modify job duties and responsibilities as business needs require. This job description does not constitute a written or implied contract of employment.