

**POSITION DESCRIPTION**

**POSITION TITLE:** Payroll Clerk

**DATE:** December 5, 1999

**SUPERVISOR:** Controller

**POSITION OBJECTIVE:** Gather, organize, record, and report information pertaining to payroll, payroll taxes, personnel records and government requirements confidentially, accurately and timely.

**RESPONSIBILITIES:**

**TASKS AND DUTIES:**

A. PAYROLL

Calculate timesheets daily.  
Enter time into jobcost.  
Calculate deductions.  
Enter and track manual deductions.  
Print weekly checks.  
Prepare commission checks.  
Prepare check requisitions.  
Review and approve hours on job variance reports.  
Prepare daily daylog for job hours.  
Prepare weekly drafting log.  
File timesheets in job files.  
Print and maintain monthly, quarterly, and annual reports.  
Issue W-2's.

B. PAYROLL TAXES

Distribute payroll burden to jobs weekly.  
Write journal entries for proper distribution of burden in general ledger.  
Prepare all quarterly reports.  
Prepare annual reports.  
Ensure timely, accurate payment of all

payroll taxes.

C. EMPLOYEE BENEFITS

Administer health, dental, and life insurance plans, and answer employee questions.

Administer 401k plan in accordance with Master Plan Document.

Track and maintain schedule for employee vacation, holiday, and sick pay.

Bill COBRA participants monthly, and track receipt of payments.

D. PERSONNEL RECORDS

Maintain employee files.

Prepare employee list.

Answer employee credit requests.

Process unemployment claims and route to Personnel Manager.

Maintain Worker's Compensation and OSHA schedules and files.

Prepare OSHA 200 log.

Maintain records for worker's compensation audit.

E. OTHER

Prepare daily deposit.

Prepare daily cash position sheet.

Other duties as assigned by supervisor.

Always providing proper and advance notice of absence.

This position description has been reviewed and approved by the following:

Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

Personnel Manager: \_\_\_\_\_ Date: \_\_\_\_\_

General Manager: \_\_\_\_\_ Date: \_\_\_\_\_