# Job Description

Red text denotes a field that needs to be changed by the user.

|  |  |  |
| --- | --- | --- |
| Position Title | Department | Reports to |
| Payroll Specialist Junior | [Payroll] | [Payroll Manager] |
| Employment Status | FLSA Status | Effective Date |
| [ ]  Temporary [ ]  Full-Time [ ]  Part-Time | [x]  Non-Exempt [ ]  Exempt | [Effective Date] |

## Position Summary

The Junior Payroll Specialist is accountable and responsible for quality service for clients. Contacts and assists clients in process of obtaining information for payroll production and tax related issues; verifies totals, responds to/resolves client questions and problems and delivers quality customer service.

## Essential Duties and Responsibilities

The essential functions include, but are not limited to the following:

* Compiling payroll data such as garnishments, vacation time, insurance and 401(k) deductions
* Polling electronic time clocks and reviewing the downloaded information for completeness and accuracy
* Contacting various clients for any missing information
* Processing weekly transfer of payroll data to payroll system
* Pulling payroll management reports from payroll software system
* Performing other duties as assigned

## Minimum Qualifications (Knowledge, Skills, and Abilities)

* High School Diploma or two or more years of office-related experience and/or training; or equivalent combination of education and experience; college degree is highly preferred
* Solid understanding of payroll and payroll tax laws required
* Proven facility in MS Office, data entry, and office equipment (e.g., telephone, head set, 10-key or calculator, computer, FAX machine, printer/copier)
* Proven facility in customer service, and problem resolution
* Excellent written and oral communication skills
* Excellent organizational, planning, and prioritization skills
* Excellent interpersonal skills

## Physical Demands and Work Environment

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the functions. While performing the duties of this position, the employee is regularly required to talk or hear. The employee frequently is required to use hands or fingers, handle or feel objects, tools, or controls. The employee is occasionally required to stand; walk; sit; and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this position include close vision, distance vision, and the ability to adjust focus. The noise level in the work environment is usually low to moderate.

## Note

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbents will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. This document does not create an employment contract, implied or otherwise, other than an “at will” relationship.

### Reviewed with employee by

### Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Name (print): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

### Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

### Received and accepted by

### Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Name (print): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

### Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The company is an Equal Opportunity Employer, drug free workplace, and complies with ADA regulations as applicable.

**Legal Disclaimer:** The materials and information available at this website are for informational purposes only, are not for the purpose of providing legal advice, and may not be relied upon as legal advice.  The employees of Complete Payroll are not licensed attorneys. This information and all HR Support Center materials are provided pursuant to and in compliance with federal and state statutes.  It does not encompass other regulations that may exist, including, but not limited, to local ordinances. The transmission of documents or information through the HR Support Center does not create an attorney-client relationship.  Complete Payroll makes no representations as to the accuracy, completeness, currentness, suitability, or validity of the information on this website and does not adopt any information contained on this website as its own. All information is provided on an as-is basis.  Please consult HR On-Demand or an attorney to obtain advice with respect to any particular question or issue.