

Job Title Payroll Processor	
Hourly Pay Rate \$20.00	Time-base 119-day Part-time, Seasonal, Temporary
Job Overview This position performs a variety of payroll responsibilities and administrative support in preparing and maintaining payroll records.	
Duties and Responsibilities include, but are not limited, to the following:	
<ul style="list-style-type: none">] Provides excellent customer service, in-person, phone, and email, by providing employees and other customers with payroll inquiries and works effectively with others.] Performs general payroll duties according to established policies and procedures to ensure accuracy and ready for payroll processing.] Assists with processing payroll in accordance with regulations and required laws with the highest degree of accuracy.] Researches payroll related issues and completes requests for verifications of employment relating to payroll.] Utilizes various office equipment (e.g., computer, printers, check folding/stuffing machine, check sealers) and accurately complies checks and pay statements.] Performs clerical duties such as filing, faxing, copying, scanning, mailing, and other general office tasks.] Maintains office organization, office supplies, and equipment and ensures office equipment are functioning properly.] Follows compliance and company regulations when working with sensitive and confidential information.] Assists Finance team with projects and various general departmental functions.] Performs other related duties as assigned or requested when needed. 	
Qualifications	
<ul style="list-style-type: none">] Experience as a Payroll Assistant and knowledge and experience working with payroll software, payroll procedures, and office equipment including computers and other applicable software used in payroll.] Excellent customer service, communication skills, accurate data entry, math skills, and team player.] Detail-oriented with ability to multi-task, keeping track of numerous tasks, quick learner, well organized, and meeting various deadlines.] Experience adhering to all prescribed ethical guidelines, including confidentially and strong sense of integrity.] Completion of a bookkeeping or similar course, desirable. 	
Working Conditions	
<ul style="list-style-type: none">] Works in a standard office setting operating standard office equipment.] Pushes and pulls file drawers.] Works a flexible schedule including weekends when necessary. 	