

# Payroll Processing Clerk

Company Suppressed, Red Bluff

**Monday – Friday**

**Hours:** 8:00am – 5:00pm

**Wage:** DOE



Large local employer in Red Bluff, is looking to hire a Payroll Processing Clerk with experience in their field. The successful candidate will have proven skills in Payroll, computer knowledge, the ability to multi-task, and are extremely organized. QuickBooks and Excel experience is required. The company was established in 2008 and has earned a well-respected reputation.

## Main Position Duties and Responsibilities:

- Collect, compile and enter payroll data using appropriate software
- Review and verify source documents
- Calculate and post payroll deductions
- Process payroll by established deadlines
- Issue statements of earnings and deductions
- Reconcile employee deductions
- Investigate and correct payroll discrepancies and errors
- Update payroll records by recording changes including insurance coverage, loan payments, salary increases
- Process new employees, terminations, transfers and promotions
- Prepare and print payroll reports of earnings, hours worked, taxes, insurance, leave
- Address employee's pay-related concerns and provide accurate payroll information
- Complete requests for pay-related documents including statements and verifications
- Produce federal, state and local tax payments
- Develop, manage and maintain comprehensive payroll records
- Ensure compliance with federal and state regulations and guidelines

## Position Requirements:

- 10 years' experience is desired
- Ability to multi-task
- Strong organizational skills with attention to detail
- Proficient in QuickBooks and Excel
- Able to maintain a high level of confidentiality

**To Apply:** Submit a completed Standard Application, Cover Letter, and Resume to a JTC staff person.