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| **JOB DESCRIPTION** |
| **DATE:**  |
| COMPANY: |  | JOB TITLE: | PAYROLL AND TIMEKEEPING CLERK |
| DEPARTMENT: |  | CURRENT INCUMBENT: |  |
| DIRECT SUBORDINATES: |  | INDIRECT SUBORDINATES: |  |
| BRIEF DESCRIPTION: | The post of a payroll and timekeeping clerk consists of compiling and posting employee time and payroll data, computing employees' time worked, production and commission, computing and posting wages and deductions, and preparing paycheques.  |
| QUALIFICATIONS & REQUIREMENTS: | * A high school diploma or equivalent;
* Ability to give full attention to what other people are saying and to manage one’s own time and the time of others;
* Ability to monitor or assess performance of yourself, other individuals, or organisations to make improvements or take corrective action.
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| COMPETENCIES: | * Attention to Detail — Job requires being careful about detail and thorough in completing work tasks.
* Dependability — Job requires being reliable, responsible, and dependable, and fulfilling obligations.
* Integrity — Job requires being honest and ethical.
* Independence — Job requires developing one's own ways of doing things, guiding oneself with little or no supervision, and depending on oneself to get things done.
* Cooperation — Job requires being pleasant with others on the job and displaying a good-natured, cooperative attitude.
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| TASKS: | * Compile employee time, production, and payroll data from time-sheets and other records;
* Compute wages and deductions, and enter data into computers;
* Distribute and collect timecards each pay period;
* Issue and record adjustments to pay related to previous errors or retroactive increases;
* Keep track of leave time, such as vacation, personal, and sick leave, for employees;
* Process and issue employee paycheques and statements of earnings and deductions;
* Process paperwork for new employees and enter employee information into the payroll system;
* Record employee information, such as exemptions, transfers, and resignations, to maintain and update payroll records;
* Review time-sheets, work charts, wage computation, and other information to detect and reconcile payroll discrepancies;
* Verify attendance, hours worked, and pay adjustments, and post information onto designated records.
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| LINES OF COMMUNICATION: | SPECIFY |
| WORKING CONDITIONS: |  Indicate whether the position is half time or full time. List any unique working conditions such as hours etc. |
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| SIGNATORIES: |  |
|  | NAME: | DATE: | SIGNATURE: |
| INCUMBENT: |  |  |  |
| LINE MANAGER: |  |  |  |
| HR MANAGER: |  |  |  |