

 Oroville Hospital	Job Description for Payroll Clerk		Department: Accounting
			Dept.#: 8530
	Last Updated: 2/26/08		

Reports To

Controller

Job Summary

The Payroll Clerk is responsible for updating and maintaining payroll records on computer P/R system including personnel data, pay rates, withholding amounts, and other information as necessary. Along with verifying benefit eligibility and calculating vacation, sick leave, and holiday pay.

The Payroll Clerk is responsible for preparing various reports including FTE analysis, worker's compensation, labor statistics, quarterly and annual tax returns, and quarterly earnings, along with other duties as assigned by Controller or Chief Financial Officer.

Duties

1. Ensure promptness and accuracy of P/R system
2. Prepare time cards for input into computer P/R system
3. Key timecards into computer P/R system and edit input
4. Ensure compliance with hospital pay rate policy. This requires close cooperation with the Personnel department
5. Balance and reconcile payroll reports after check run
6. Audit timecards and paychecks for accuracy
7. Prepare documents for payment of payroll deductions
8. Calculate payroll taxes and submit to Accounting Manager for electronic payment
9. Prepare "automatic" and "direct" payroll deposits for bank
10. Distribute paychecks
11. Post employee accruals and hours to manual card file
12. Update and maintain payroll records on computer P/R system including personnel data, pay rates, withholding amounts, and other information as necessary
13. Verify benefit eligibility and calculate vacation, sick leave, and holiday pay
14. Prepare various reports including FTE analysis, worker's compensation, labor statistics, quarterly and annual tax returns, and quarterly earnings

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15. Prepare OroLake Home Care Specialties bi-weekly payroll (cycle opposite of Oroville Hospital payroll)
16. File and retrieve various accounting records
17. Other related duties as assigned by Accounting Manager or Chief Financial Officer

Qualifications

1. Graduate from high school or equivalent with additional education and/or experience in accounting/bookkeeping
2. Accuracy in use of calculator and typewriter
3. Ability to use computer terminal
4. Knowledge of Federal and California payroll tax and labor laws
5. Ability to work well with a variety of people
6. Attendance and enthusiasm important
7. Must be able to work rapidly and accurately to meet bi-weekly payroll and reporting deadlines

Lifting Requirements

Sedentary –generally not more than 10 lbs. maximum and occasionally lifting and/or carrying such articles as ledgers, files and small items.