

**Position**:

**PAYROLL CLERK**

**Position Description:**

The Payroll Clerk is responsible for the payroll processing of the company, to include the accurate and timely entry of payroll related items to produce paychecks in accordance with union agreements. The payroll clerk will process a high volume of payroll transactions within a relatively short window of time in order to meet the imposed deadlines. The payroll clerk reports to the Payroll Manager.

### Major Areas of Responsibility

Major areas of responsibility include:

* Data entry of timecards
* Effective and frequent communication with field personnel
* Reconciliation of timecards to Foundation payroll reports
* Timely resolution of discrepancies
* Preparation and distribution of paychecks
* Support other payroll department team members where required

**Specific Responsibilities of the Job**

* Data entry of timecards
  + Obtain their weekly timecards for man hours and equipment hours for assigned crews
  + Review data provided and either prepare for upload to Foundation or manually key hour information into Foundation
  + Balance Foundation upload reports to Excel upload file and resolve and differences

**Payroll Clerk Position Description (cont’d)**

* Effective Communication with Field Personnel
* Must communicate by phone or email to general foreman (GF) regarding weekly timesheet submission, hours reported, missing hours, missing timesheets, questions related to issues on timesheets, etc.
* Must be knowledgeable of the crew roster and the information expected to be submitted for each crew in order to obtain accurate information from the GF
* Work in a cooperative and helpful manner with the field to facilitate information sharing and make the timecard process easy for the field to comply with
* Reconciliation and Timely Resolution of Discrepancies
* Actively participate in roundtable review of payroll runs
* Work with company and customer representatives to communicate and reconcile payroll and equipment hours accurately and timely
* Identify any payroll entry that appears inaccurate
* Review hours paid and agree to hours reported for each crew/field personnel
* Preparation and Distribution of Paychecks
  + Prepare overnight packages to be sent to jobsites
  + Scan paycheck detail to GF’s for distribution to employees
  + Prepare child support and garnishment packages
  + Save payroll information to shared drive for access by other departments
* Support Payroll Department
  + Provide support to payroll department team where needed
  + Prepare time-cards templates for jobs as needed
  + Support/Back-up New Hire Process
  + Available during non-business hours when JWD is on storm
  + Offer suggestions for process improvement or cost savings opportunities

**Required Skills**

* Possess good interpersonal and communication skills
* Organized with the ability to effectively prioritize tasks
* Excellent time management skills with ability to process a large volume of entries under a short deadline
* Exceptional attention to detail and the ability to resolve issues quickly
* Foundation Software experience preferred
* Union payroll experience preferred