

**Job Description**  
**ACES\$: Avenues to Consumer Employer Services & Support**  
**Multi-Task Payroll Clerk I**

**GENERAL SUMMARY:**

Reporting to the Payroll Supervisor, the Multi-Function Payroll Clerk I is responsible for the processing of timesheet automated data, balancing payroll runs, producing tax payments and investigation of exceptions.

**EDUCATION & WORK EXPERIENCE:**

Minimum High school diploma or general education degree (GED).  
A minimum of 2 years business clerical experience preferably in payroll processing.

**SPECIAL EMPLOYMENT REQUIREMENTS:**

Ability to work independently on assigned tasks.  
Proficiency in MS Word and Excel.  
Ability to learn automated payroll systems.  
Excellent communication skills both oral and written.  
Must have excellent organizational skills.

**CHARACTERISTIC DUTIES & RESPONSIBILITIES OF JOB:**

*Estimated*

*Percent of Time* **ESSENTIAL ELEMENTS:**

70%            Verify, balance, and adjust timesheets  
                  Process and record accounting transactions accurately.  
                  Perform duties in accounting software including TeleForm Scan, Verifier,  
                  ABRA, HALO, and ACCENT.  
                  Add, subtract, multiply and divide quickly and accurately

15%            Communicate effectively with consumers or attendants to resolve any  
                  questions or concerns. Complete payroll audits and wage verifications  
                  upon request. Learn, interpret, apply, and explain rules, regulations,  
                  policies, and procedures related to payrolls.

**OTHER ELEMENTS**

10%            Cross functions in other fiscal areas including, billing, tax coordination and  
                  report auditing. Updates and maintains accurate payroll data for reporting.

5% Other duties as required.

*The above statements reflect the general duties considered necessary to describe the main functions of the position and shall not be considered as the detailed listing of all the job requirements that may be part of the position.*

**PHYSICAL DEMANDS**

Sedentary work: duties require exerting up to 10lbs. of force occasionally (10-33% of time) and/or a minute amount of force frequently to lift, carry, push, and pull items such as files. Involves bending, reaching, stooping, and lifting occasionally.

**ACCIDENT OR HEALTH HAZARDS:**

No unusual accident or health hazards in position.

**WORKING CONDITIONS:**

Works in a well-lit office area.

I have read and fully understand the responsibilities of this position for which I have been employed by ACES\$.

Employee

\_\_\_\_\_ Date

Print Name

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