

# Free ebook Interview questions for payroll clerk [PDF]

a payroll clerk or payroll administrator process employees paychecks by collecting their payroll data and timesheets their duties include verifying employees work hours and payment through the payroll system issuing deductions earnings and other statements to employees and updating payroll records regularly a payroll clerk is a professional who is responsible for processing employees paychecks by collecting their data and timesheets their duties include verifying work hours issuing deductions from wages or other earnings statements to workers and updating records regularly to keep things running smoothly within a company hiring for this role payroll and accounts payable clerk eau claire wi 20 00 22 00 per hour employer est easy apply the payroll and accounts payable clerk is responsible for processing and maintaining payrolls and records as well as managing incoming statements and invoices 30d confidential club accountant cape may court house nj whether you re looking for a payroll specialist to work under the direction of your bookkeeper or payroll manager or you re hiring for the growing payroll services industry you ll need a well crafted payroll clerk job description to attract the most capable candidates a payroll clerk is responsible for ensuring that employees of the organization are paid accurately and on time other duties include managing backend data relating to the hours worked by an employee matched with their pay periods and hourly wages salaries overtime sick days and vacation days key duties and responsibilities of a payroll clerk include collecting and verifying hours worked by employees processing payroll data and issuing employees paychecks and statements of earnings and deductions computing wages and deductions and entering data into payroll systems learn about the key requirements duties responsibilities and skills that should be in a payroll clerk job description by paul peters updated apr 21 2021 payroll clerks are responsible for all tasks relating to payroll processing such as collecting employees timesheets and payroll data calculating wages issuing statements detailing payroll clerk provides information to staff concerning payroll techniques procedures guidelines and regulations assist in coordinating accounting activities to meet established payroll time lines payroll clerk duties responsibilities december 27 2023 a payroll clerk is responsible for paying employees as well as the operation of the timekeeping system in this role the clerk is accountable for collecting timekeeping information incorporating a variety of deductions into a periodic and issuing pay and pay related information to employees principal accountabilities the estimated total pay for a payroll clerk is 51 367 per year in the united states area with an average salary of 48 407 per year these numbers represent the median which is the midpoint of the ranges from our proprietary total pay estimate model and based on salaries collected from our users the estimated additional pay is 2 960 per year in a nutshell the job of a payroll clerk is to collect and organize time sheets enter data related to employees and pay periods and review and process payroll on top of that they might answer phones do some bookkeeping and answer questions employees have about their paychecks from benefit deductions to vacation pay job details skills job listings employers 18 64 hour avg base hourly rate usd 10 14 50 median 18 64 90 25 15 the average hourly pay for a payroll clerk is 18 64 in 2024 payroll clerks are responsible for ensuring the timely and accurate payment of wages to employees whether you re just trying to enter the payroll field or looking to advance from your current position payroll clerks require a unique set of talents to excel in their role step 3 subtract pre tax deductions pre tax deductions like employee contributions to a 401 k or health insurance plan reduce federal and state tax withholdings subtract these contributions payroll management is a multistep process and the exact steps you take as a business owner might be unique to your specific business however most businesses have to fulfill most of the same payroll clerk we re currently recruiting for an experienced hands on payroll clerk to join our busy team and be part of the wider finance team the purpose of the role is to ensure accurate and timely salary and expense payments to the group s 3 000 people in line with statutory requirements and group policy whilst providing the business with accurate payroll costings and data payroll clerk atchinson ford van buren mi 48111 16 18 an hour full time 40 hours per week accounting clerk nbcuniversal central ca 29 75 an hour full time prepare journal entries for studio charges prepare pre production payroll and production prep period accounting documents posted 4 days ago more

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