DEPARTMENT OF HUMAN RESOURCES
City Hall | 340 North Washington Avenue | Scranton, PA 18503 |570.348.4246

# Administrative Assistant III – Payroll Clerk

## Human Resources

## GENERAL DESCRIPTION

Under administrative review, this position is responsible for compiling payroll data, entering data and posting wages, reconciling errors, maintaining payroll records. This position also oversees hours worked, takes, insurance, union dues and other deductions.

## DUTIES AND RESPONSIBILITIES

- Process administration and clerical union biweekly payroll.
- Transfers all payroll company to generate biweekly payroll checks.
- Update payroll records.
- Facilitate management and employee understanding payroll procedures.
- Prepare, biweekly, monthly, quarterly and year end reports (gross payroll, hours worked, vacation accrual, tax deductions, benefit deductions, etc.) for management, auditing, and other purposes.
- Manage payroll process and performs accounting-related tasks.
- Compile payroll data such as garnishments, vacation, sick, and personal time, insurance, pension, and other related deductions.
- Poll electronic time clocks and review the information for completeness and accuracy.
- Obtain missing time clock information to accurately pay employees.
- Contact various department supervisors for any missed times.
- Process biweekly transfer of payroll data to the payroll company.
- Run internal management reports from the payroll software.
- Manage all voluntary payroll deductions.
- Mail voluntary deduction checks along with generated reports or invoices for biweekly payroll deductions.
- Other related, necessary duties as required by the Department Director/Supervisor.

## REQUIRED TRAINING, EXPERIENCE, KNOWLEDGES, SKILLS AND ABILITIES

Excellent communication skills.
Proficient computer skills in Microsoft Office Suite.
Minimum of one year of secretarial experience.
High School graduate or equivalency.
Good time management skills.
Excellent attention to detail.
Able to maintain confidential information.
1-2 years of payroll experience preferred.