

## Payroll Clerk Job Description

<b>Job Title</b> – Payroll Clerk	<b>Reports to:</b> Chief Financial Officer	
<b>Job Code-</b>	<b>Overtime Status:</b> <input checked="" type="checkbox"/> Exempt (not eligible) <input type="checkbox"/> Non-Exempt(eligible)	
<b>Department</b> – Finance	<b>Prepared by:</b>	<b>Date:</b>
<b>Facility</b> -	<b>Approved by:</b>	<b>Date:</b>
<p><b>Job Summary</b>            The incumbent will be responsible for the payroll administration of the hospital. The incumbent will carry-out her/his duties by adhering to the highest standards of ethical and moral conduct, acts in the best interest of XXX Hospital, and fully supports the mission, vision, and values of XXX Hospital. The incumbent will have knowledge of payroll systems, and have demonstrated ability to interact, relate to, work with, and support the activities of a diverse workforce.</p>		
<p><b>Supervises</b></p> <ul style="list-style-type: none"> <li>• None</li> </ul>		
<p><b>Primary Responsibilities</b></p> <ul style="list-style-type: none"> <li>• Maintains accurate payroll records and reports</li> <li>• Monitors all payroll changes submitted by senior management</li> <li>• Organizes and distributes payroll reports to senior management</li> <li>• Enters all new hires into HRIS system</li> <li>• Accepts responsibility for mailing of payroll related documents including paychecks and correspondence</li> <li>• Answers employee questions regarding payroll deductions, adjustments, additions, etc.</li> <li>• Enters payroll into system and verifies entries</li> <li>• Prepares payroll</li> </ul>		
<p><b>Other Responsibilities</b></p> <ul style="list-style-type: none"> <li>• Attends finance meetings</li> <li>• Attends staff meetings</li> </ul>		
<p><b>Education/Certifications/Licenses</b></p> <ul style="list-style-type: none"> <li>• High School Diploma or GED equivalent</li> <li>• Associate degree with major in finance or accounting preferred</li> </ul>		
<p><b>Experience</b></p> <ul style="list-style-type: none"> <li>• <b>Required</b> - 1-2 years as payroll clerk</li> <li>• <b>Preferred</b> - 1-2 years as payroll clerk in health care environment</li> </ul>		
<p><b>Special Skills/ Equipment</b></p> <ul style="list-style-type: none"> <li>• Proficient in Microsoft Office, HRIS/Payroll software</li> <li>• Bilingual in Arabic, ASL, Cantonese, Hindi, Japanese, Korean, Mandarin, Polish, Russian, Spanish, or Vietnamese preferred</li> </ul>		
<p><b>Contacts</b></p> <p>Internal patients, providers, staff, and volunteers</p> <p>External patients and providers</p>		
<p><b>Physical, Mental Demands/Working Environment</b>  <i>Note: Reasonable accommodations may be made for individuals with disabilities to perform essential functions of this position.</i></p>		

Payroll Clerk Job Description continued

General Activity	Number of Hours				
	None X	1-2	2-4	4-6	6-8
Drive	X				
Sit		X			
Stand				X	
Walk			X		
Motion	<i>Up to 1/3 of shift</i>		<i>1/3 or more of shift</i>		
	Bend	X			
	Squat	X			
	Crawl				
	Climb				
	Reach	X			
	Lift	X			
	Carry	X			
	Push	X			
	Pull	X			
	Twist	X			
Turn	X				
Use of Hands and Feet	<i>Gross Motor Function</i>		<i>Precise Motor Function</i>		
	Right Hand			X	
	Left Hand			X	
	Right Foot	X			
Left Foot	X				
Weight Lifted/Force Exerted	<i>Up to 1/3 of shift</i>		<i>1/3 or more of shift</i>		
	Up to 10 pounds				
	Up to 25 pounds				
	Up to 50 Pounds	X			
	Up to 100 pounds				
More than 100 pounds					
Body Fluid Exposure	<b>No</b>		<b>Yes <u>XXX</u></b>		
Mental Demands	<b>YES</b>		<b>YES</b>		
	Attention Span	X	Memory	X	
	Concentration	X	Patience	X	
	Conceptualization	X	Problem Solving	X	
Influence People	X	Relate to Others	X		
Working Environment	<b>YES</b>		<b>YES</b>		
	Indoor	X	Loud Noise	X	
	Outdoor		Fumes		
	High Temperatures		Confined Areas	X	
Low Temperatures		Radiation Area	X		

List any other physical requirements: [type here]

**Disclaimer**

**NAME OF HOSPITAL GOES HERE** does not discriminate on the basis of race, color, religion, sex, sexual orientation, age, national origin, marital status, citizenship, physical or mental disability, or veteran status.

The above job description is intended to describe the general nature and level of work being performed by people assigned to this job. The list is not intended to be an all-exhaustive list of responsibilities and duties required and may include other duties as assigned.

I have read the above position and understand the provisions and intent thereof. I agree that I shall perform said duties to the fullest intent to the mutual interest of the hospital and myself.

\_\_\_\_\_  
Employee-Print Name and Date

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Supervisor-Print Name and Date

\_\_\_\_\_  
Supervisor Signature