

 Oroville Hospital	Job Description for Lead Payroll Clerk	Department:	Accounting
		Dept.#:	8530
		Last Updated:	2/26/08

Reports To

Controller

Job Summary

The Lead Payroll Clerk is responsible for updating and maintaining payroll records on computer P/R system including personnel data, pay rates, withholding amounts, and other information as necessary. Along with verifying benefit eligibility and calculating vacation, sick leave, and holiday pay.

The Lead Payroll Clerk is responsible for preparing various reports including FTE analysis, worker's compensation, labor statistics, quarterly and annual tax returns, and quarterly earnings, along with other duties as assigned by Controller or Chief Financial Officer.

Duties

1. Oversee the timely and accurate processing of company payroll within the prescribed timeframe
2. Ensures that department productivity standards and goals are met
3. Maintaining the integrity and confidentiality of payroll information within payroll department
4. Brings forth issues and concerns raised by payroll department to Controller
5. Responsible for training and cross-training within the payroll department
6. Responsible for training managers or assigned employees responsible for payroll timecards throughout the hospital
7. Ensures that department hours of coverage are met as determined by the Controller
8. Creates and promotes a positive work environment within payroll department and throughout the finance department
9. To promote a positive attitude and professional work ethic at all times when interacting with managers, employees, etc.
10. Ensures that all hospital and finance department policies and procedures are followed within the payroll department
11. Creates and maintains a seamless integration of the payroll department with the rest of the finance department
12. Assists other areas of the finance department as needed
13. Other related duties as assigned by the Controller or Chief Financial Officer

Qualifications

1. Graduate from high school or equivalent with additional education and/or experience in accounting/bookkeeping
2. Accuracy in use of calculator and typewriter
3. Ability to use computer terminal
4. Knowledge of Federal and California payroll tax and labor laws
5. Ability to work well with a variety of people
6. Attendance and enthusiasm important
7. Must be able to work rapidly and accurately to meet bi-weekly payroll and reporting deadlines

Lifting Requirements

Sedentary –generally not more than 10 lbs. maximum and occasionally lifting and/or carrying such articles as ledgers, files and small items.