

# Innovative Services NW Job Description

## Job Title: Payroll/Accounting Clerk



CLASSIFICATION: Part Time

HOURLY/SALARY RANGE: \$18-\$20

REPORTS TO: Finance Manager

EFFECTIVE DATE: 7/1/21

**SUMMARY:** Support Finance Manager with monthly payroll processing, entering and updating employee information while maintaining positive relationships with employees and other users. Prepare internal and external payroll reports, monthly, quarterly and annually. Reconcile benefit payments and payroll liability accounts. Other administrative duties as needed for other programs.

### ESSENTIAL FUNCTIONS:

- Monthly payroll processing for approximately 120 employees, including entering employee status changes, verifying timesheet entry and approval, and preparing prevailing wage reports as required.
- Support Finance Manager in quarterly tax filings and W-2 processing.
- Coordination with HR on benefits eligibility and enrollment.
- Other Accounting/Administrative duties such as data entry, filing, and mail distribution.

### COMPETENCIES:

- Strong computer skills, including payroll software and Microsoft Excel.
- Attention to detail with accurate data entry.
- Understanding of Federal, State and Local payroll requirements and withholdings.
- Ability to communicate with employees and managers concerning questions or issues.
- Maintain confidentiality of employee and company information.

### SUPERVISORY RESPONSIBILITY:

- None

### WORK ENVIRONMENT:

- Indoor office environment at moderate noise levels.

### PHYSICAL DEMANDS:

- While performing the duties of this job, the employee is required to frequently stand; walk; sit; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; talk and hear. The employee must occasionally lift and/or move up to 25 pounds.

### POSITION TYPE AND EXPECTED HOURS OF WORK:

- Hourly, Part time. Hours of work adjustable, more hours needed during payroll processing.

### TRAVEL:

**AN EQUAL OPPORTUNITY EMPLOYER**

Innovative Services NW Job Description  
Job Title: Payroll/Accounting Clerk



- None

REQUIRED EDUCATION, CERTIFICATION(S) AND EXPERIENCE

- High school or equivalent
- One year of experience with payroll processing, prevailing wage payroll experience preferred
- Understanding of payroll benefits and their effect on paychecks
- Computer savvy and experience with Microsoft Excel
- Experience with MIP software a plus

AAP/EEO STATEMENT:

Innovative Services NW provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

OTHER DUTIES:

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for their job. Duties, responsibilities, and activities may change at any time with or without notice.

SIGNATURES:

This job description has been approved by all levels of management:

Manager \_\_\_\_\_ Date \_\_\_\_\_

HR \_\_\_\_\_ Date \_\_\_\_\_

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee \_\_\_\_\_ Date \_\_\_\_\_