

Economic Security Corporation Job Description

Job Title: Payroll and Purchasing Clerk
Department: Fiscal
Reports To: Fiscal Director
FLSA Status: Non-exempt
Revision Date: August 2, 2021
Job Classification: Grade 6

SUMMARY

The Payroll & Purchasing Clerk compiles and calculates payroll for agency employees and will purchase general supplies as requested

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Payroll Duties

1. Compiles payroll related information for each pay period including hours worked, leave requested, deductions, taxes, garnishments, adjustments, etc.
2. Calculates net earnings for each employee for each pay period generating entries to be posted to the general ledger.
3. Reviews payroll related information to ensure accuracy of wages to be paid. Making correction or causing corrections to be made as needed.
4. Prepares and issues paychecks either in paper or electronic form.
5. Prepares vouchers for payment of employee garnishments through accounts payable.
6. Reconciles bank statements, with the exception of the payroll account, on a monthly basis.
7. Maintain information held in the electronic timesheet system such as assignment of employee codes, work flows, etc.
8. Respond to requests from employees or Directors for payroll related information.

Purchasing Duties

1. Verifies purchase requests and obtains pricing for items, recommending alternatives where possible.
2. Distributes consumable inventory items maintained.
3. Prepares purchase orders.
4. Verifies receipt of items and resolves errors.
5. Makes travel arrangements such as purchasing airline tickets, reserving hotel rooms, and tracking and reconciling travel requests.

SUPERVISORY RESPONSIBILITIES

This job has no supervisory responsibilities.

QUALIFICATIONS To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

Previous Payroll experience is required; previous purchasing experience is preferred but not required. Associate degree in accounting or business or equivalent from two-year college or technical school preferred.

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write reports and correspondence. Ability to speak effectively before groups of customers/clients or employees of organization.

MATHEMATICAL SKILLS

Ability to calculate discounts, interest, proportions, and percentages.

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form. Ability to deal with problems involving several concrete variables to standardized situations. Should have good understanding of how payroll and purchasing responsibilities are connected to and impact accounting cycle

COMPUTER SKILLS

Proficiency in the use of Excel is required and proficiency in the use of Word is preferred. Knowledge and use of MIP software is preferred.

PLANNING/ORGANIZATION

Must be an organized individual able to plan ahead to be able to complete work timely. Must be able to handle multiple tasks effectively

CERTIFICATES, LICENSES, REGISTRATIONS

Must have valid driver's license, have reliable transportation, and meet the Missouri automobile liability minimum requirements.

PHYSICAL DEMANDS The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit. The employee is occasionally asked to stand; walk; use hands to finger, handle or feel; reach with hands and arms; and talk or hear. The employee will have light physical activity performing non-strenuous daily activities of an administrative nature. The employee must have manual dexterity sufficient to reach/handle items and work with the fingers. Specific vision abilities required by this job include close vision.

WORK ENVIRONMENT The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The working environment is well-lighted, heat and/or air-conditioned indoor office setting with adequate ventilation. The noise level in the work environment is usually moderate.

Employee Signature

Date

Employee Name