



Job Preview – Payroll Clerk Role

One of the benefits of having a job is receiving a regular paycheck. Employees of any business, large or small, rely on receiving compensation for their work on a predictable and timely basis. This job preview focuses on the role of individuals who help ensure that happens - commonly referred to as Payroll Clerks. We'll be highlighting some of the key tasks performed in the role, as well as some of the challenges of the job to help you gain a better understanding about this important administrative position. Let's get started!

Payroll Clerks are responsible for reviewing and processing payroll in accordance with company policies, timelines and regulatory requirements. In addition to issuing paychecks, Payroll Clerks also process new hires, employee terminations and other employee status changes as directed by their supervisor. Compiling and generating reports is an important part of the job, and may include issuing records of employment, providing updates on workers' compensation status and keeping track of wage garnishments. You will be required to pre-process and review paychecks for accuracy and completeness prior to distributing to employees, and generating post-payroll journal entries for approval and data entry. You will also be responsible for calculating and verifying tax deductions, remittances, and completing year-end tax forms and reporting.

Tasks performed by a Payroll Clerk typically occur in an office environment during weekday hours, and involve professional interaction with others in-person, by e-mail or over the phone. The work is often routine and repetitive, with clearly defined rules and expectations. Tasks require high attention to detail, and are precise and logical, with a clear beginning and end. If you like working independently, have good math skills, and enjoy doing data-entry - this job may be well suited to you.

There are some challenges to being a Payroll Clerk. The work is time-sensitive and multi-tasking is often required to meet strict deadlines. Good communication and strong organizational skills are essential, and you will be required to problem solve, investigate and follow-up on any issues or discrepancies that need resolving or may require escalating to your supervisor. Interactions with internal personnel can be stressful if there is a dispute over incorrect or late pay, and maintaining confidentiality is important at all times. Also, your supervisor may occasionally ask you to generate a manual paycheck or to provide to payroll reports out of the usual payroll cycle, and you will need to respond to their needs quickly.

To be successful as a Payroll Clerk, dependability and diligence are important traits. In this role, you'll be able to learn tasks and develop skills that are transferable to other positions within the Accounting Department, such as an accounts receivable or payable clerk, accounting assistant, or as a controller. You may also consider pursuing certification as a Bookkeeper, Accountant or Internal Auditor.

If you're looking for a positive work environment and the opportunity to grow and advance in a financial role, a Payroll Clerk position might be a good fit and a great place to start your employment and career journey!