

JOB POSTING

POST DATE:

01/22/2008



JOB #277 – Payroll Clerk – Florida

Client is looking for a Payroll Clerk to start immediately. This position will be reporting to the Accounting Manager. Candidate will be expected to perform complex administrative duties involved in the preparation and processing of company payrolls, including downloading payroll data in to the system database, verifying accuracy of figures and computations and balancing and reconciling accounts. Also performs clerical accounting functions as needed.

Tasks Performed:

- *Responsible for timely and accurate processing of payroll including downloading of hours worked from Time and Attendance system, computing and processing of wage and salary payments and related withholdings.
- * Compiles, prepares and maintains payroll reports and statistics
- * performs annual reconciliation of W2's
- * Prepare all payroll related government reports
- * Responsible for timely processing of 401k funding and various 401k reporting requirements
- * Reconciles payroll totals and verifies all payroll deductions
- *Lead identification and recommendation of any process improvements in the payroll area.
- * Provide assistance to employees regarding payroll related questions
- * Liason between HR and Accounting.

Mandatory Qualifications:

- *Clerical Accounting and bookkeeping procedures as applied to verifying and posting financial data.
- * Knowledge of Payroll Processing procedures
- * Knowledge of standard office procedures and practices
- * Strong mathematical skills
- *PC equipment, 10 key calculators and other basic office equipment such as typewriters, copiers fax machines, etc.
- * Good data entry skills.

Education: High School or equivalent

Hours: 8am - 5pm

Start Date: ASAP

Pay: \$14hr - \$15hr

Bill Rate: 60%

Dress: Business Casual

Client is currently interviewing this week. Will make a decision on Temp to Hire or Direct hire upon completion of interviews.

Please review this opportunity. If you meet these requirements and would like to be considered, please forward the following information to the individual below:

- your most current resume in **Microsoft Word format** (no PDF files please),
- your availability,
- your resident work status (U.S. Citizen, Green Card Holder, etc.),
- your current salary, and
- your salary expectations

We will get back with you immediately and, if you meet the requirements, we will begin the job placement process for this position.

David Johnson, Vice-President

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904-491-1411