

Payroll Clerk

Reports to: Accounting Manager

Department: Accounting

Division: Everts Air Cargo

Station: FAI

Job Summary:

Process payroll and related functions for 250 plus employees for 3 companies using MAS 200.

Essential Functions:

1. Post employee time and payroll data.
2. Responsible for preparation and distribution of paychecks and pay stubs.
3. Calculate or computes hours, wages and deductions and enters data into computer for various areas of operations.
4. Compare wage computations, logs, and time sheets to detect and reconcile payroll discrepancies.
5. Compile and submits payroll related reports to designated departments.
6. Process and transmit direct deposit file to bank.
7. Review time sheets, work charts, time cards for completeness.
8. Coordinate with director of Operations and Chief Pilot in calculating pilot wages as well as coordinating with Everts Air Fuel to ensure accurate wages are paid.
9. Responsible for filing quarterly/annual tax reports.
10. Responsible for accurate and timely payments of taxes.

Additional Duties:

Safety

1. Comply with all safety aspects of your position.
2. Be familiar with the Company's Safety Management System (SMS) and Occupational Safety Manual (OSM).
3. Follow all Company practices and procedures.
4. Contribute to the Safety Culture of the Company.
5. Keep your work areas clean and free of hazards; correct unsafe conditions when encountered and report those that you can't personally correct to a supervisor.

Security

1. Maintain employee vigilance and report all security concerns.
2. Be observant of any Customers acting suspiciously and ensure that personnel/visitors are conforming to airport security guidelines.

Physical Abilities:

The Physical requirements indicated below are examples of the physical aspects that this position must perform in carrying out essential job functions.

1. Ability to reach horizontally and vertically with arms. Sufficient dexterity to manipulate small objects and print or write legibly.
2. Physical ability to sit for extended periods of time.
3. Requires the ability to be sedentary for extended periods of time.
4. Shall perceive the nature of sound, near and far vision, depth perception, providing oral information, the manual dexterity to operate business related equipment, and handle and work with various materials and objects are important aspects of this job.

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

Qualifications:

1. Knowledge of administrative and clerical procedures and systems such as; word processing systems, filing and records management, and other office procedures and terminology.
2. Knowledge of economic and accounting principles and practices, the financial markets, banking and the analysis and reporting of finds.
3. Requires a highly organized, detail oriented, self-motivated and comfortable with frequent changes person.
4. Requires the ability to make decisions and/or coordinate with the Human Resources Manager to promptly respond to applicant and employee inquiries for information.
5. Ability to maintain confidentiality in all aspects of supervisory and financial functions.
6. Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, designing forms and other office procedures and terminology.

This job description in no way states or implies that these are the only duties to be performed by this employee. He or She will be required to follow any other instructions and to perform any other duties requested by his or her supervisor.

Employee Signature _____ Date _____

Employee Printed Name _____