

We're hiring a Payroll Clerk for our client located in Downtown Cleveland. Full-time: Monday - Friday 8:00 am - 5:30 pm. The starting salary is \$19.00 - \$20.50 an hour. Overtime is available.

Job Summary: Assist the payroll administrator and maintain payroll

- Prepare and maintain payroll from the master payroll file for department's payroll and human resources computer system, performs maintenance of payroll information including wage changes, name, address changes or credit union information
- Compile payroll figures from payroll forms, timesheets, leave of absent forms and overtime forms. Determine accuracy of payroll reports; prepares payroll figures for data processing using time reports, transaction sheets deductions, and other earning transactions sheets
- Validate payroll register, maintain records of employee leave balances such as sick leave and vacation leave, distribute garnishments on a biweekly basis
- Miscellaneous duties: complete employment verifications, process payroll deductions, mail union deductions, saving bonds, child support amounts and court vouchers; prepare special reports and assists with various audits

Minimum requirements to perform job functions

- Office administration, or human resources with a minimum of three years' experience performing payroll duties
- Mathematical experience: must be able to add, subtract, multiply, divide and calculate decimals, and percentages
- Understand PERS forms and payroll terminology

Basic Requirements

- Must be able to pass a background screening
- Must be able to pass a drug screening
- Must have a high school diploma or its equivalents

Email your resume to [hr@quickemp.com](mailto:hr@quickemp.com) or fax to 216 361-3970