

**Title: Payroll Clerk**

**Position Description:** The Payroll Clerk is responsible for all day-to-day payroll and benefits related activities. This is a hands-on position that reports directly to the Director of Finance.

**Essential Duties:**

- Enters, maintains, and/or processes information in the payroll system and to ADP; information may include employees' hourly rates, salaries, commissions, bonuses or other compensation, time worked, paid leave and holidays, deductions and withholding, address changes, and other information.
- Ensures proper processing of payroll deductions for taxes, benefits, charitable contributions, and other deductions.
- Manages all unemployment claims and ensures claims are accurate. Coordinates with the Arizona Department of Economic Security on a monthly basis.
- Reconciles payroll to the general ledger and monthly bank statements.
- Submits information to ADP to reissue physical or replacement checks or direct deposits due to payroll errors or final discharge.
- Ensures records and processes federal and state payroll tax deposits prepared by ADP are accurate.
- Coordinate with health and life insurance vendor to add, delete, or modify employee and dependent coverage due to hiring, termination, or major life event. This includes COBRA coverage.
- Manages all aspects of benefits open enrollment including communication with employees and vendors. Ensures employee entry is accurate and submitted to vendors in a timely manner. Answers all employee questions. Excellent organizational skills and attention to detail.
- Proficient with Microsoft Office Suite or related software.
- Proficient with or the ability to quickly learn payroll software.

**Education and Experience:**

- High school diploma or equivalent required.
- Two years of experience in accounting or bookkeeping with at least one – two years months of experience in payroll preferred.

**Physical Requirements:**

- Prolonged periods of sitting at a desk and working on a computer.

**How to Apply**

- Email a cover letter and resume [nzahn@tucsonsymphony.org](mailto:nzahn@tucsonsymphony.org) with the subject: Payroll Clerk Applicant.
- All applications will be considered and answered.

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