

## Payroll Clerk

**Reports To:** Human Resources Director

**Schedule:** This position typically works Monday through Friday 8-4:30 p.m. plus extra time/days as needed to complete payroll and payroll related functions surrounding holidays, end of year, etc.

**Job Summary:** This position is responsible for accurately processing pay related information and payroll bi-weekly and related tax filings including W-2's.

### **Essential Functions of Payroll Clerk:**

1. Reviews time sheets, exception sheets and generated payroll reports for errors and discrepancies and make necessary edits to insure accurate information.
2. Communicates with employees and department heads to reconcile time card discrepancies.
3. Processes payroll changes including: insurance coverage, deductions, job transfers, tax withholding, etc.
4. Insures timely and accurate deposit of payroll taxes; retirement contributions and other regulated withholdings.
5. Actively participates in performance improvement and continuous quality improvement (CQI) activities.
6. Other duties as assigned.

### **Education/Experience**

Accounting knowledge/experience and/or completion of accounting courses/education preferred.  
Payroll processing and tax filing experience preferred.

To be considered for this position, submit resume along with AMH application for employment found at our website at [www.amhne.org](http://www.amhne.org) under Employment Opportunities to: Megan Becklun, Human Resources, Antelope Memorial Hospital, 102 W 9th St., Neligh NE 68756, hr@amhne.org, 402-887-6397(FAX), 402-887-4151.

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