

PAYROLL CLERK

The Payroll Clerk will be assist with the bi-weekly payroll operations for a municipal government with more than 650 total employees. The Payroll Clerk will assist in a wide variety of record keeping and payroll processing activities, including entering and reviewing wage and overtime payments, calculating and recording payroll deductions, processing payments for all new hire and terminations. This individual will report directly to the Payroll Supervisor in the Finance Department, and work closely with the accounting team, Personnel, and Administration.

Minimum Qualifications:

1. Knowledge of the law, rules, regulations, and procedures involved in the preparation of payrolls.
2. Three (3) years of experience in work involving payroll processing and pension reporting, ideally in a municipal environment.
3. Ability to work independently under pressure with tight deadlines
4. Attention to detail
5. Knowledge of withholding tax procedures and other procedures and regulations pertaining to other types of payroll deductions.
6. Ability to work with figures and make accurate calculations

Desired Qualifications:

1. Experience with Primepoint Payroll, municipal finance and pension reporting
2. Bachelor's degree in accounting or similar field of study
3. Strong communication skills
4. Proficiency in full MS Office Suite including MS Excel
5. Knowledge of the rules and regulations concerning salary increments and deductions
6. Bilingual in Spanish and English

Job Responsibilities:

Assist in processing bi-weekly payroll and supplemental payrolls utilizing Primepoint systems for hourly, salaried, special pays, garnishments, etc. including the entry of authorized pay changes, terminations, resignations, direct deposit, tax changes, and resolution of paycheck issues.

Assist in monitoring and auditing bi-weekly reports ensuring accuracy of all payroll transactions.

Provide customer service around all payroll needs and employee changes.

Send reminder notifications to employees and managers when timesheets and adjustments are due.

Respond to employee inquiries regarding pay and general payroll matters.

Assist in the set-up of all child support orders, garnishments and levies.

Makes appropriate charges such as union deductions, taxes, charities and pensions.

Assist in processing forms such as pension membership applications, beneficiary changes, retirement and loan applications

Complete quarterly reconciliation of pension reports (IROC) for State Pension systems-PERS and PFRS. Assist in enrolling and maintaining membership in DCRP.

Receives, sorts, and distributes regular and supplemental paychecks

Assists employees in completing and processing forms and applications relating to retirement, insurance, payroll deductions and record changes.

The City of Hoboken is an Equal Opportunity Employer

** Please send Resume and Cover Letter to Personnel Assistant Michael Kraus at mkraus@hobokennj.gov **