

# THE ORTHOPEDIC INSTITUTE OF PENNSYLVANIA

*family of care*



Job Title: Payroll Clerk

Date Created: 1/22/2019

Reports To: Human Resource Manager

Last Revision:

Department: Human Resources

FLSA: Non-Exempt

GENERAL SUMMARY OF DUTIES: The Payroll Clerk is responsible for accurate processing of bi-weekly payroll.

## ESSENTIAL FUNCTIONS

- Responsible for preparation and processing of biweekly and monthly payrolls for Physicians and staff.
- Review and ensure accuracy of approved timesheets, track and deduct all benefit, garnishments and other special payroll deductions.
- Maintain and track all employee payroll records ensuring salary, addresses and labor levels are entered correctly and updated when necessary.
- Preparation and processing of all annual bonus' and Paid Time-Off (PTO) payouts.
- Prepare journal entries pertaining to payroll including salaries, taxes and benefits.
- Answer payroll related questions for staff and management including running reports and extracting data used for various reporting for The Orthopedic Institute of PA (FLMA, overtime, census, audits etc.).
- Assist accounting department with month end close activities.
- Ensure adherence to all federal/state/local regulations pertaining to our owners and employees. Including HSA, 401K withholding and reporting.
- Review and filing of online reports, 1095's and W2's for year-end processing.

## EDUCATION

Associate's degree preferred or equivalent accounting, payroll or administration experience.

## SKILLS

Strong organization skills and ability to work well under pressure. Ability to maintain confidentiality and exercise extreme discretion. Excellent problem solving skill, and high level of attention to detail and accuracy. Ability to handle and prioritize multiple tasks and meet all deadlines. PC proficiency, data entry skills, advanced math skills.

Experience with Microsoft Excel 2013 a plus.

## ENVIRONMENTAL/WORKING CONDITIONS

Work is performed in an office setting with some travel between offices. May be stressful at times due to multiple projects and priorities.

PHYSICAL/MENTAL DEMANDS

Work requires hand dexterity, stooping, bending, and sitting. Employee must possess visuals and auditory acuity in order to communicate with physicians, co-workers, patients and outside customers.

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Employee Print

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Date

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Employee Signature

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Date