

Payroll / Human Resources Clerk | Cleveland, Tx

Description

The Payroll/HR Clerk will operate in a team environment working under tight deadlines, with confidentiality and discretion to be maintained at all times. This position is responsible for the administration of the company's time and attendance and payroll systems. The successful candidate will be responsible for the timely and accurate delivery of payroll processing including recordkeeping and reporting. This position will also provide a high-level of support to the Human Resources Department.

Responsibilities

- Runs payroll for exempt and non-exempt employees by collecting, calculating and entering data.
- Updates payroll records by entering changes to employee information related to job changes, exemptions and deductions.
- Resolves payroll discrepancies and answers employee inquiries.
- Manages and tracks employee retirement and health savings contributions.
- Maintains payroll records in compliance with local, state, and federal regulations.
- Conducts new hire orientations and enters the information in the HRIS database ensuring personnel electronic files are recorded and crosschecked.
- Initiates new-employee drug screens and background checks and maintains electronic files for accuracy.
- Data entry of new hires, employee changes, terminations, etc.
- Assists with health and benefit enrollments, changes, and termination in applicable systems.
- Downloads and posts all employee benefit monthly bills.
- Completes miscellaneous research, reports and memos as requested.
- Serves as a point of contact for all employees regarding HR-related information (payroll, employee forms and requests, etc.)
- Performs other duties as assigned.

Qualifications

- High school diploma or equivalent.
 - 2-3 years of payroll experience.
 - Working understanding of human resources principles, practices and procedures.
 - Effective problem-solving skills.
 - Able to present information in forms, tables, and spreadsheets.
 - Excellent phone, verbal and written communication skills.
 - Ability to function well in a high-paced and at times stressful environment.
 - Proficiency in Microsoft Office Suite and high aptitude for technology.
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- Pre-employment drug testing and background screen applies.

Job Benefits

Performance Truck offers a comprehensive benefits package that includes medical, dental, life insurance, 401k, short-term disability, long-term disability, sick leave and paid vacation. APPLY TODAY!

Hiring organization

Performance Truck

Employment Type

a:1:{i:0;s:9:"FULL_TIME";}

Job Location

1263 US Hwy 59 North, 77327, Cleveland, Texas, United States

Date posted

June 30, 2021

Secure / Job Application Form, [click here.](#)