

## **Payroll Deduction Clerk**

### **SUMMARY:**

Coordinates payroll deduction processes between organization and sponsor groups and customers, sets up master lists, processes changes, additions, cessation's, and balances payroll to master list for each pay period.

Job Functions include: (Note: this is a representative list only - complete list provided with purchase)

- Sets up a master computer list for each customer base or main sponsor including each depositor, account number, distribution of payroll deduction or direct deposit.
- Receives payroll deduction listing/direct deposit listing, compares to master list, reconciles, excepts and prepares balanced list for data processing.
- Resolves processing problems (starts, stops, changes), working with customers and employers.

(also details Supervisory Responsibilities, Qualifications, Education and/or Experience, Language Skills, and work environment)