
Payroll Clerk

SPAULDING CLINICAL aims to be the clinical research organization by which all others are measured. Pioneering in our approach to redefining how the industry perceives and achieves success; passionate in our pursuit of ingenious solutions that mitigate risk; loving in our care for our volunteers, customers and employees; and heroic in our ambitions to ensure the health and safety of people around the globe - Spaulding Clinical is taking **research beyond results** to create a marketplace of safer drugs.

Original Date: 01 Jan 2021

Position Reports To: Controller

Job Summary:

As the Payroll Clerk for Spaulding Clinical, you will be responsible for all aspects of payroll, including but not limited to, time and attendance tracking, payroll submission, unemployment forms, employee benefit audits, and payroll reporting. The Payroll Clerk will work closely with the Controller and other members of the finance department to ensure quality and accuracy of the job responsibilities.

Essential Duties and Responsibilities:

- Process bi-weekly payroll timely and accurately, including reviewing time cards and employee deductions
- Compile, maintain, and accurately file garnishments, unemployment, retirement funds, and other payroll related items
- Create and distribute payroll reporting and analytics to appropriate managers
- Process general journal entries as required for payroll
- Preparation of the payroll accruals and reconciliations monthly
- Participate in the year-end close process by preparing reports and detailed information for the auditors
- Reconcile employee benefits against invoices monthly
- Prepare payroll reports for all retirement fund and worker's compensation audits throughout the year
- Participate in training managers and staff during new hire orientation or as needed
- Maintain and review proper filing status and returns with all tax agencies
- Assist the Controller and Finance Staff in any projects as necessary

The Statements made in the job description are intended to describe the general nature and level of work being performed by people assigned to this job. These statements are not intended to be an exhaustive list of all responsibilities, duties and skills required of people assigned to this job.

Skills/Qualifications:

- Ability to read, write, and interpret the English language.
 - Demonstrates attention to detail and accuracy.
 - Possesses strong written and verbal communication skills.
 - Work well in a team environment.
 - Ability to work effectively in a fast-paced, deadline-driven environment that requires the management of multiple projects at one time.
 - Analytical skills, strong creative and conceptual thinking, and problem-solving skills.
 - Good computer skills; inclination to adopt technology to maximize efficiency.
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Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Ability to sit, stand, walk, reach with hands and arms, and use hands along with fingers, to handle or feel.
 - Ability to lift and/or move up to 25 pounds.
 - Specific vision abilities required by this job include clarity of vision both near and far.
 - Ability to identify and distinguish colors.
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Hazards:

- Potential for exposure to toxic or caustic chemicals
 - Potential for exposure to blood borne pathogens
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Education and Experience:

- Knowledge of general accounting procedures
 - Associates' Degree in accounting
 - 1-3 years of payroll experience
 - 1-3 years of experience within general accounting preferred
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Spaulding Clinical Research management has the discretion to hire personnel with a combination of experience and education which may vary from the above listed skills and qualifications.

Job Description

This is to acknowledge that I have read and understand the above job description. This copy supersedes any others previously distributed. I further understand that Spaulding Clinical may change, add or delete any essential duties and responsibilities described at its discretion with or without prior notice.

Employee Name (Printed)

Employee Signature

Date