

**ASM GLOBAL JOB DESCRIPTION
PEORIA CIVIC CENTER**

POSITION:	Part-Time Payroll Clerk
DEPARTMENT:	Finance
REPORTS TO:	Director of Facility Accounting
FLSA STATUS:	Non- Exempt, Hourly, Union

Summary:

ASM GLOBAL, the leader in privately managed public assembly facilities, has an excellent and immediate opening for the Payroll Clerk for ASM GLOBAL {Peoria Civic Center}. Coordinates and prepares payroll for all employees in compliance with state and federal wage and hour requirements and ASM GLOBAL policy.

Essential Duties and Responsibilities

- Processes facility payroll.
- Processes all wage garnishments, deductions, and payments for applicable employees.
- Analyze and review information and make informed decisions.
- Perform different types of accounting procedures and practices to include accounts payable, accounts receivable, ledgers, and special projects as needed.
- Work with computers and programs including Microsoft office, and ADP.
- Calculates vacation and sick pay.
- Processes vacation and sick payment requests.
- Prepares payroll adjustments.
- Prepares manual checks, maintain check log and post to ADP.
- Prepares and updates payroll journal vouchers.
- Reconciliation of accounts.
- Other duties as assigned.

Supervisory Responsibilities

This position does not have supervisory responsibilities.

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

- Accounting degree preferred.
- Minimum 2 years of accounting and payroll experience.

Skills and Abilities

- Excellent oral, written and interpersonal skills.
- Excellent data entry, basic accounting and journal entry skills.
- Understanding of payroll taxes, laws, regulations and requirements.
- Ability to function both independently and as a team member.
- Ability to meet specific deadlines and successfully work under pressure, with close attention to detail.

Computer Skills

To perform this job successfully, an individual should be proficient in Microsoft Word and Excel. Experience with Peachtree, ADP or Payroll Services preferred .

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 this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit for long hours; use hands to handle files, type and operate office machines; to talk and hear on the telephone. Specific vision abilities required by this job include close vision to handle office correspondence.

NOTE: The essential responsibilities of this position are described under the headings above. They may be subject to change at any time due to reasonable accommodation or other reasons. Also, this document in no way states or implies that these are the only duties to be performed by the employee occupying this position.

TO APPLY:

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and encourages Women, Minorities, Individuals with Disabilities, and protected Veterans to apply. VEVRAA Federal Contractor.