



SAN CARLOS HOUSING AUTHORITY

P.O. Box 740
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www.sancarloshousingauthority.org

RE-ADVERTISEMENT

POSITION TITLE: Payroll Clerk

JOB ANNOUNCEMENT: #2024-102

OPENING DATE: June 27, 2024

SALARY: DOE

CLOSING DATE: July 10, 2024

LOCATION: Peridot Office

Job applications are available at Tufastone, Bylas Sub-offices or
can be mailed or emailed upon request.

Applications are due at the Peridot Office by 4:30 p.m. on the closing date.

ESSENTIAL FUNCTIONS:

Works under the direct supervision of the Finance Manager. The payroll clerk will engage in processing timecards; compiling payroll statistics; prepare registered and process payroll payments; review and update accounting for payroll; update all files; produce reports required by Labor laws and comply with Federal and State regulations. Review all documents to ensure compliance with SCHA policies and procedures.

(Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by positions in this class). Incumbents in this class may not be required to perform all duties listed and may be required to perform additional, position-specific duties.

The San Carlos Housing Authority is an equal opportunity employer who provides preference in employment to eligible and qualified veterans and Native Americans in compliance with its human resource policy and procedures.

DUTIES AND RESPONSIBILITIES:

- Register in the computer system from personnel records N.P.A. the names, pay rate, classification of new hires.
- Records data on payroll register; compiles data and other payroll deductions
- Prepare of government and state reports
- Analyzes payroll for accuracy, computes wages and post wage date to payroll records.
- Prepares quarterly and annual reports of earnings for IRS, census reports to the bureau prepares W-2 and delivers to each personnel with income during the year and sends the corresponding forms to IRS and Social Security.
- Enter any changes in the payroll deductions control; hire or termination dates, review documentation required in form I-9 for completeness and status change from N.P.A. and W-4.
- Review all timecards for accuracy; ensure all approved signatures are in place and process payroll.

- Generates data entry register, prints reports of earnings, benefits, deductions, employer's expense and pre-check register for Finance manager's signature.
- Process payroll payments (direct deposit or checks)
- Prepare and distribute payroll with proper sign-out list for department managers.
- Mail or distribute to organization or corporation payroll deductions.
- Prepare payroll tax deposit for e-file on paydays.
- Submit Report EFTPS Tax Deposit to GL Accountant every pay period.
- Import Labor Hours from MIP to HDS every Pay Period.
- Reconcile after each pay period to ensure accuracy on balances in liability accounts.
- Complete and respond to verification of earnings from department or organization.
- Review and obtain signature and respond to unemployment forms.
- Ensure and upkeep up-to-date files for payroll, individuals and deductions.
- Scan and Report test timesheets to HUD when requested.
- Must be able to keep payroll information confidential.
- Perform any other duties assigned.

MINIMUM QUALIFICATIONS:

Training and Experience:

- Three (3) years' experience as payroll clerk or accounting position related to processing payroll.
- High School diploma or GED.
- AA Degree Business, preferred.
- Must be able to operate a computer and have knowledge of accounting software (ABILIA), (MIP), spreadsheet and graph.

WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS:

1. Work is generally performed in an office environment.
2. Work may require frequent standing, walking and bending.
3. Incumbents may be exposed to repetitive motion and vision to monitor.
4. Incumbents may be required to operate a SCHA – vehicle.
5. Incumbents may be required to travel to various SCHA Project Sites.

ADDITIONAL REQUIREMENTS:

1. Must have a valid AZ Driver's License.
2. Must pass a pre-employment drug test.
3. Must submit certified 5-year MVR and insurable under SCHA vehicle insurance.
4. Must submit college transcripts
5. Must submit evidence of professional licensure, if applicable
6. Applicants will be subject to and must pass a background investigation with favorable determination.