

**PROGRAM:** TEENS

**POSITION:** Payroll Clerk

<b>Application Deadline</b>	<b>Start Date</b>	<b>Wage</b>	<b>Hours Per Week</b>	<b>Must Be Available</b>
	June 22, 2020	\$20.00 / hr	20-40	Days Evenings

**DEFINITION:** The Mayor Marion S. Barry Summer Youth Employment Program (MBSYEP) provides an opportunity for youth to develop constructive work habits, positive attitudes, and the valuable job skills necessary to enter the workforce prepared and qualified to be productive employees. The qualified candidate will serve as a mentor who can help teens to achieve the success they want in their lives, and will have the opportunity to be a supporter and personal champion for young people.

**EXAMPLE OF DUTIES:**

- Review time and attendance documents, reports, worksite information, wage computation, and other information to detect and reconcile payroll discrepancies
- Process and submit documents for new employees and enter employee information into payroll system
- Distribute and collect time and attendance documents
- Verify attendance, hours worked, and pay adjustments, and post information onto payroll designated reports
- Issue and record adjustments to pay related to previous errors or retroactive increases
- Record employee information – referrals, transfers, and termination to maintain and update payroll records
- Generate and report on participant pay statement of earnings and deductions
- Provide record management on all participant program and payroll data.
- Provide information to agency employees and managers on payroll matters.
- Knowledgeable on all aspects on payroll processing, identity security, and auditing.
- Compile and submit statistical reports, statements, and summaries related to payroll accounts.
- Process request for participant employment verifications.
- Prepare and balance period-end reports, and reconcile issued payrolls against close-out reports.
- Provide customer service to all participants, agency staff, and stakeholders.
- Provide trainings and orientations on payroll processing and best practices.

**MINIMUM QUALIFICATIONS/EDUCATION/EXPERIENCE:**

- At least At least 21 years of age
- Available to attend training and work every day from June 22-August 7, 2020

- 3+ years of payroll processing experience. Associates degree in business preferred.
- Must be detail oriented.
- Positive, solutions-oriented attitude in the face of challenges
- Creative, hard-working, energetic, organized, professional, flexible, and team oriented
- Comfortable using email as a main form of communication with supervisors
- Must be able to analyze information
- Must have Data Entry Skills, Confidentiality, Thoroughness, General Math Skills, Financial Software, Reporting Skills