



TIKIGAQ Corporation
 Office of Human Resources
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BOOKKEEPER/PAYROLL CLERK	
Approved Date: 2024	
Job Code:	FLSA : NON-Exempt

JOB SUMMARY: Bookkeeper/Payroll Clerk duties and responsibilities **may include:**

- Processing payments, invoices, income and receipts and entering data into accounting software
- Experience with QuickBooks
- Paying vendor invoices and tracking bank account balances
- Account reconciliation
- Prepare, compile and enter payroll data
- Reconcile errors, maintain payroll records, calculate deductions for federal and state taxes, and employee benefits
- Managing employee expense claims

*The following duties are intended to provide a representative summary of the major duties and responsibilities and **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

REPRESENTATIVE DUTIES

Ensure compliance with government regulations, company policies, and procedural guidelines, while compiling and verifying timesheets for data entry. Ensures that timesheets have the proper signatures, approvals, and documentation either on the timesheet, attached to the time sheet or in the employee files.

- Prepares, prints, distributes, and files appropriate weekly payroll reports.
- Reviews payroll reports to insure all employees have been paid correctly.
- Investigates and resolves payroll related inquiries.
- Coordinates various employee and reporting compliance files.
- Operate computers programmed with accounting software to record, store, and analyze information.
- Debit, credit, and total accounts on computer spreadsheets and databases, using specialized accounting software.
- Receive, record, and bank cash, checks, and vouchers.
- Code documents according to company procedures.
- Reconcile or note and report discrepancies found in records.
- Other duties as assigned.

KNOWLEDGE and SKILLS

- Knowledge in accounting and payroll.
- Knowledge of payroll processes
- Poses computer application skills.
- Ability to manage multiple projects while meeting operational deadlines.
- Profound communication skills.

MINIMUM EXPERIENCE QUALIFICATION

Must have 2 years of applicable experience in payroll.

This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice.

We are an Affirmative Action/Equal Opportunity Employer and employment selection decisions are based on merit, qualifications, and abilities. We do not discriminate in employment opportunities or practices on the basis of race, color, religion, gender, national origin, age, sexual orientation, gender identity, disability, veteran status or any other characteristic protected by country, regional or local law.