

Overview of Job Function

This role is primarily focused on payroll processing and paying employees within multiple entities

Duties

The Payroll Clerk/Officer reports to the Payroll Team Leader and ultimately to the Finance & Systems Manager.

The duties of the Payroll Clerk/Officer are:

1. Payroll

- Accurate fortnightly Payroll processing
- Process fortnightly reimbursements to staff
- Process & Payments of Superannuation
- Preparation of monthly Payroll Journals
- Responsibility for the accuracy of details in the above processes
- Resolving Payroll discrepancies

2. Accounts Team

- Develop a basic knowledge of the other accounts' functions (payable and receivable) to be able to offer support when necessary.
- Participate as an effective Accounts team member, supporting other team members in peak work load and other times, and providing cover for them where required.

3. Other

- Attend team meetings
- Other duties as required by the Payroll Team Leader or Finance & Systems Manager

4. Essential Attributes

- Excellent level of numeracy with an understanding of payroll functions.
- High level of attention to detail.
- Experience in payroll processing and some exposure to payroll management with an understanding of leave accruals and changes to employee status.
- Accuracy and efficiency in processing.
- Computer literacy, including Word and Excel.
- Organised approach to work.
- The ability to work under pressure to meet deadlines.
- Good communication skills especially when dealing with staff queries.
- Able to deal with confidential information appropriately.
- Friendly disposition - enjoys engaging with a high number of staff.

5. Desirable Attributes

- Formal training in payroll and accounts processes.

6. Key Terms and Conditions

As per the Fair Work Australia developed Educational Services (Schools) General Staff Award 2010. Additional annual leave of up to 2 weeks per annum may be negotiated.

7. Salary Range

Will be negotiated based upon qualifications and experience. An indicative Annual Full-Time range is \$59,000 to \$62,500, excluding on-cost.