



Your Payroll..... Our World

Payroll Processor Job Description

- 1.) Report directly to the VP Div. MGR.
- 2.) Handle all payroll tax returns on a monthly, semi monthly, quarterly and annual basis for said clients
- 3.) Handle any tax notices and research
- 4.) Provide exceptional customer service when on the phone, via e-mail or in person even at company events.
- 5.) Process payroll for 100 clients
- 6.) Hours of operation are 8am-5pm with a 1 hour lunch
- 7.) Some overtime may be required during 12/15 thru 01/31 for year-end tax processing
- 8.) Take mail at 4:45pm one day per workweek
- 9.) Cover front desk phones 1 day per week for an hour
- 10.) Maintain confidentiality level for company, clients and employees
- 11.) Take 3 classes per year paid by company for further payroll ed.
- 12.) Have the ability to be a team player at all times, being able to help in other areas and assist when co workers are out of the office to help cover payroll processing.
- 13.) Following up in a timely fashion with payroll processing, tasks, e-mails and returned phone calls.

Signature of Employee: _____

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