



Virgin Islands Waste Management Authority

Job Vacancy Announcement

Payroll Clerk I

St. Croix

Classified Non-Union

SALARY: Commensurate with Experience

DEADLINE: Open Until Filled

SUMMARY:

Payroll Clerk I performs a variety of administrative and clerical duties in support of the Authority's payroll function. The incumbent is also responsible for maintaining payroll records, processing payroll-related documentation, entering and updating employee payroll data, and assisting with timekeeping and payroll administration activities.

The Payroll Clerk I must exercise a high degree of accuracy, attention to detail, professionalism, and confidentiality when handling sensitive employee information and communicating with employees, supervisors, and other departments

DUTIES AND RESPONSIBILITIES:

- Provides assistance with employee payroll and timekeeping inquiries and supports the Payroll Specialist and Payroll Manager in resolving payroll-related issues and discrepancies.
- Enters and updates employee payroll data, including new hires, terminations, pay changes, and deductions, accurately.
- Assists with the preparation and entry of payroll, labor, and benefits-related information.
- Monitors attendance records, overtime, leave usage, and discrepancies.
- Assists with routine payroll preparation activities under supervision.
- Files, scans, and archives payroll records in accordance with Authority policies and retention requirements.

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- Maintains and updates employee tax withholding and retirement records in accordance with established policies, procedures, and applicable requirements.
- Assists with educating supervisors and employees on payroll software and payroll-related rules.
- Reviews employee timesheets, leave requests, and supporting payroll documentation for completeness and accuracy prior to payroll processing.
- Assists with the annual audit process for the Finance and Payroll Division.
- Assists with salary and benefit calculations as needed to support the Human Resources Division.
- Performs all other duties as assigned by supervisor(s).

EDUCATION, LICENSE, AND EXPERIENCE:

- High school diploma or equivalent required; associate degree in accounting, Finance, business administration, human resources, or a related field preferred.
- Four years of administrative, clerical, payroll, human resources, accounting, finance, or related experience is required, including at least one (1) year of experience with a utility, government agency, or public service organization.
- Knowledge of employee timekeeping, attendance tracking, and Human Resources Information Systems (HRIS) preferred.
- Knowledge and understanding of payroll documentation procedures required.
- Certifications in accounting or finance are preferred.

Virgin Islands Waste Management Authority is an Equal Opportunity Employer

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