**Why join our team?**

*Add a brief overview of why applicants should choose to join your team, such as the culture, benefits, perks, incentives (e.g., special bonuses, the “Innsiders program,” etc.), company discounts, flexible schedules, access to training and education, opportunities for career growth and advancement, etc. at your hotel.*

**Our job opportunity:**

* Position: Payroll Clerk
* Hotel name: *enter hotel name here*
* Address: *enter hotel address here*
* Hours: *enter hours*

**What you get to do in this role:**

*Modify the below standard language as needed and add unique, customized language to market your role in ways that will get applicants’ attention.*

Prepares and transmits a completed payroll by calculating pay and deductions. Checks payroll for accuracy and issues checks.

* Verifies employment eligibility documentation.
* Maintains payroll information by collecting, calculating, and entering data.
* Maintains time clock, ensuring the time is correct and the clock is working properly. Gets clock serviced, when necessary.
* Ensures employees are paid accurately by reviewing time sheets with managers and making corrections when required.
* Transmits accurate payroll to the central payroll office, according to an established schedule.
* Verifies that final checks are accurate and complete before distributing checks to employees.
* Verifies accuracy of W-2 forms on an annual basis.
* Keeps managers abreast of relevant changes in the payroll system and time sheets, and provides ongoing training on analyzing payroll reports.
* Assists employees with payroll questions, address changes, deduction changes, etc.
* Maintains employee confidence and protects payroll operations by keeping information confidential.
* Performs other duties as assigned.

**What candidate traits are needed to be successful in this role?**

*Modify the below standard language as needed and add unique, customized language to market your role in ways that will get applicants’ attention.*

* Two-year college degree in accounting or related field preferred or equivalent combination of education and experience.
* Minimum of one year experience in payroll processing desired.
* Advanced Microsoft Office experience, particularly Excel.
* Working knowledge of payroll software.
* Skilled in data entry and analyzing information.
* Must have general math skills and attention to detail.
* Ability to communicate effectively and maintain confidentiality.
* Ability to work a flexible schedule, including weekends and holidays.

**Equal Employment Opportunity**

Our hotel maintains a policy of equal employment opportunity for all employees and qualified applicants for employment without regard race, color, religion, religious creed, national origin, ancestry, alienage or citizenship status, age, disability, gender, gender identity or expression, sex, sexual orientation, pregnancy status, genetic information, uniformed service or veteran status, marital status or any other characteristic protected by applicable federal, state, provincial, or local laws.