





Prepare, maintain and audit a variety of financial and statistical payroll related data, records, statements and reports.

Work independently with little direction.

Reconcile and balance assigned payroll and retirement accounts.

Monitor, audit, adjust and reconcile payroll, retirement and other related data.

Review, process, evaluate and verify a variety of financial and statistical information.

Assemble, organize and prepare data for records and reports.

Compare numbers and detect errors efficiently.

Interpret, apply and explain laws, codes, rules, regulations, policies and procedures.

Identify and resolve payroll reporting issues, errors and discrepancies.

Communicate effectively both orally and in writing.

Establish and maintain cooperative and effective working relationships with others.

Perform arithmetic calculations quickly and accurately.

Meet schedules and time lines.

Operate standard office equipment including a computer and assigned software.