



NATIONAL DRAINAGE AND IRRIGATION AUTHORITY

JOB DESCRIPTION

POSITION: PAYROLL CLERK

REPORTING TO: ASSISTANT ACCOUNTANT

BAND: 1

The holder of the post is responsible for the distribution of payments to various locations and assist with the collecting employees' timesheets and payroll data for processing

Main responsibilities

- Collecting and verifying timesheets.
- Entering employee information and payroll data into the system.
- Answering employees' questions and concerns regarding payroll.
- Calculating payable hours, commissions, bonuses, taxes, and deductions.
- Processing new employees, promotions, and terminations.
- Issuing statements detailing earnings and deductions.
- Issuing and delivering paychecks to employees.
- Investigating and resolving payroll discrepancies

Five (5) CSEC subject which includes passes of grades 1, 2 or 3 in Mathematic and English.
Must be computer literate in the use of MS Word and Excel

Supervisory Responsibility

This job holder will not be responsible for supervising any personnel.

Work Environment

While performing the duties of this job, the employee regularly works in an office setting.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to use hands and fingers to handle, feel, or operate objects, tools or controls, and reach with hands and arms. The employee is frequently required to stand, talk and hear.

Position Type/Expected Hours of Work

This is a full-time position. Days and hours of work are Monday through Thursday, 8:00 a.m. to 4:30 p.m. and Fridays from, 8:00 a.m. to 3:30 p.m. respectively.

*Prepared by: Ms. J Blackman
Human Resource Manager*

Dated : 2022-02-27