

ALLEGIANCE BANK TEXAS

Payroll/Operations Clerk

SUMMARY

The position of Payroll/Operations Clerk is responsible for performing a variety of routine human resources and operational clerical duties; prepares new hire documentation; processes employee times cards; gathers data and compiles various reports for management; maintains files; assists with employee questions or inquiries; assists in the gathering and filing of vendor management.

Assures compliance with all Bank policies and procedures, as well as all applicable state and federal banking regulations.

ESSENTIAL DUTIES

1. Processes employee time cards ensuring information is accurate and complete; prepares payroll, including processing of general ledger entries.
2. Prepares new hire documentation.
3. Maintains files for bank vendors, including the gathering of annual financials, SAS 70's, privacy statements, contact information, etc.
4. Gathers and calculates data and prepares a variety of monthly, quarterly and annual reports for management; and the Board of Directors, ensures reports are accurate, complete and prepared on schedule.
5. Provides effective employee service and relations; assists in resolving employee problems, questions or inquiries.
6. Maintains a high level of confidentiality.
7. Participates in the planning and annual testing of the disaster recovery plan.
8. Operates computer to input and process data.
9. Performs routine clerical and administrative duties.
10. Treats people with respect; keeps commitments; Inspires the trust of others; works ethically and with integrity; upholds organizational values; accepts responsibility for own actions.
11. Demonstrates knowledge of and adherence to EEO policy; shows respect and sensitivity for cultural differences; educates others on the value of diversity; promotes working environment free of harassment of any type; builds a diverse workforce and supports affirmative action.
12. Follows policies and procedures; completes administrative tasks correctly and on time; supports the Bank's goals and values; benefits the bank through outside activities.
13. Performs the position safely, without endangering the health or safety to themselves or others and will be expected to report potentially unsafe conditions.
14. Other duties as assigned.

SUPERVISORY RESPONSIBILITY

The position of Human Resources/Operations Assistant is not responsible for the supervision of any employee(s).

ENVIRONMENT AND PHYSICAL ACTIVITY

The incumbent is in a non-confined office-type setting in which he or she is free to move about at will.

The incumbent in the course of performing this position spends time writing, typing, speaking, listening, lifting (up to **20** pounds), carrying, seeing (such as close, color and peripheral vision, depth perception and adjusted focus), sitting, pulling, walking, standing, squatting, kneeling and reaching.

The incumbent for this position may operate any or all of the following: telephone, cellular telephone, copy and fax machines, adding machine (calculator), personal computer and related printers.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

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.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

MENTAL DEMANDS

The incumbent in this position must be able to accommodate to reading documents or instruments, detailed work, problem solving, customer contact, reasoning, math, language, presentations, verbal and written communication, analytical reasoning, stress, training, multiple concurrent tasks, and constant interruptions.

MINIMUM REQUIREMENTS

These specifications are general guidelines based on the minimum experience normally considered essential to the satisfactory performance of this position. The requirements listed below are representative of the knowledge, skill and/or ability required to perform the position in a satisfactory manner. Individual abilities may result in some deviation from these guidelines.

- High school diploma or general education degree (GED)
- Basic knowledge of human resource and labor laws and policies.
- Prior payroll processing experience preferred.
- Effective social skills to deal with employees on matters of a confidential or sensitive nature.
- Basic knowledge of general office practices.
- Basic skills in computer operation; Microsoft Word, Excel, and PowerPoint.
- Basic typing skills to meet production needs of the position.
- Basic math skills; add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals; locate routine mathematical errors; compute rate, ratio and percent.
- Effective oral, written and interpersonal communication skills with the ability to apply common sense to carry out instructions, interpret documents, understand procedures, write reports, correspondence, and speak clearly.
- Ability to deal with simple problems involving multiple facets and variables in standardized situations.
- Good organizational and time management skills.
- Ability to work with minimal supervision while performing duties.
- Current Texas driver's license and a vehicle with appropriate insurance coverage if required to drive in the course of performing assigned duties and responsibilities.

Management reserves the right to change this position description at any time according to business needs.