In-House Payroll Clerk

Salary: commensurate with relative experience
Work Address: Kentucky Exposition Center
937 Phillips Lane  Louisville, KY 40209

Kentucky Exposition Center
The Kentucky Exposition Center is one of the largest exposition facilities in North America. It hosts some of the world’s most recognized events and trade shows with 1.2 million square feet of contiguous meeting space. There are 54 meeting rooms, two arenas and 300 acres of outdoor exhibit and demonstration space, which is all vastly configurable to the specific needs of our clients.

Kentucky International Convention Center
The Kentucky International Convention Center (KICC) is located in the heart of Downtown Louisville and hosts a full calendar of major conventions, conferences, expositions and private events. KICC reopened in late 2018 after a $207 million renovation yielding a multitude of eco-conscious designs and pre-function spaces featuring modern glass facades overlooking the cityscape. The facility boasts 200,000 square feet of Class A exhibit space and 52 adaptable meeting rooms.

Kentucky Venues is governed by the Kentucky State Fair Board.

Work schedule can include nights, weekends and holidays as required. Benefits include life, health, dental and vision insurances, free parking, paid personal and sick leave, and a state employee pension.

Job Description:
The Payroll Clerk is responsible for the accurate and timely completion of payroll and related payroll functions for the agency in-house paid population. This position is the first contact for enrolling IHP employees, ensuring proper time capture and weekly payroll as well as production and dissemination of verifications, tax documents and related reports.

Essential Functions:
• Perform payroll functions for the agency in-house paid population utilizing Kronos time capture and Traverse payroll software;
• Process and issue employee paychecks and statements of earnings and deductions;
• Interact professionally with co-workers, supervisors, managers and guests;
• Process paperwork for new employees and enter information into payroll system;
• Analyze federal and state documents such as I-9s, tax forms, and various applications in order to check for completeness in accordance with regulations;
• Verify attendance, hours worked, perform manual pay adjustments and post information onto designated records;
• Compute wages and deductions, enter data into payroll systems;
• Review timesheets, compute wages and review other information to detect and reconcile payroll discrepancies;
• Record employee information such as exemptions, transfers and resignations to maintain and update payroll records;
- Responsible for taxes, child support, health insurance and garnishment processing/tracking;
- Compile employee time, production and payroll data from timesheets and review for errors in timekeeper system;
- Issue and record adjustments to pay-related errors or retroactive increases;
- Process employment verification requests on a timely basis;
- Process reports and perform data analysis as required for payroll projects;
- Analyze payroll processes and suggest improvements for efficiencies or as a result of new advances in knowledge;
- Performs other payroll or clerical duties as assigned or requested by management.

**Physical Demands** *(must be able to perform these functions with or without reasonable accommodation):*
- Must be able to communicate with staff and agency employees either via in-person communication, phone or e-mail;
- Must be able to utilize a computer for the majority of the workday;
- Must have reliable transportation to work onsite each workday.

**Work Environment and Hours of Work:**
- Work a varied schedule of nights, weekends, holidays and overtime as required for event payroll processing;
- Be exposed to varied indoor and outdoor conditions such as dust, debris, animals/livestock, large crowds;
- Must be able to work onsite to physically process payroll and access confidential information.

**Knowledge, Skills and Abilities:**

**Knowledge of**
- basic computer data entry, file management;
- basic to intermediate mathematical functions and processes;
- general accounting practices and transparent procedures;

**Skilled in**
- Microsoft Office Products such as Excel and Office;
- keyboarding, phone etiquette, physical file management, document retention;
- clerical and business support procedures;
- confidential employment practices;

**Able to**
- complete tasks within deadline;
- communicate effectively with employees and management on payroll/time management processes;
- diffuse conformational situations as they arise;
- research and correct issues;
- organize work and electronic files so that co-workers can check/balance work or locate documents;
- retrieve historical document request from staff and management;
- work onsite on a daily basis during regular working hours (M-F), overtime as needed.

**Education and Experience:**
Preferred minimum high school diploma plus two years payroll support or tax preparation experience. At least 9 credit hours of accounting coursework can substitute for minimum experience.

*This position description is not designed to be a comprehensive listing of all functions, duties and responsibilities of the position. The functions, duties and responsibilities may change and others be assigned at any time with or without notice.*
Application Process:
Interested applicants should email a cover letter, résumé and at least 3 professional references to:

Angie Spencer, Payroll Manager
Kentucky Venues
angela.spencer@kyvenues.com

The subject line of the email shall state “Payroll Clerk Vacancy”.

THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, NATIONAL ORIGIN, SEX, AGE, DISABILITY, SEXUAL ORIENTATION, GENDER IDENTITY, GENETIC INFORMATION OR VETERAN STATUS. REASONABLE ACCOMODATIONS ARE PROVIDED UPON REQUEST.