PAYROLL CLERK

* Maintaining payroll information by collating, calculating and entering data
* Updating payroll records by entering any changes to employee information or benefits such as job title changes, exemptions and saving deductions
* Preparing reports that include summaries of earnings, tax deductions, leave, compassionate leave and non-taxable wages
* Calculate all overtime of employees
* Resolving payroll discrepancies and answering any employee payroll queries
* Maintaining all payroll operations according to company policies and procedures
* Processing and issuing salary on Sicorax.
* Account payable section-Verify all VAT Invoice
* Verification of all vat invoice and send for approval to Directors
* Prepare payment voucher and submit to Accountant for verification and approval
* Upload payment instruction on IB or Cheque book
* Back up for AR clerk
* Going to bank to make cheque and cash deposit.
* Stock counting at each end of month
* Any other cognate duties assigned by the Accountant