



Company name: Capital Area Transit System (CATS)

Title of position: Operations Payroll Clerk

Position type: Fulltime

Location: Baton Rouge & Baker, LA

The Capital Area Transit System, commonly referred to as CATS, provides bus service to residents of and visitors to Baton Rouge & Baker, Louisiana.

Position Summary:

A Payroll Clerk processes employees' paychecks by collecting their payroll data and timesheets. Their duties include verifying employees' work hours and payment through the payroll system.

Description of responsibilities:

- Enter all payroll information daily in appropriate software, making note of potential pay discrepancies and ensuring the accuracy of employee time data.
- Maintain accurate payroll template to ensure all hours are paid and accounted for.
- Prepare daily and weekly reports for the Operations Manager and General Manager comparing revenue hours and payroll hours to county-specified hours.
- Address employee concerns regarding hours worked, pay rates, and paycheck discrepancies.
- Ensure the accuracy of payroll accounting in the general ledger and monthly financial statements.
- Update and maintain payroll-related employee file information.
- Accurately and efficiently process wage and salary increases by coordinating with Human Resources.
- Provide timely updates to employees through memoranda and other means.
- Other duties as assigned.

Day-to-Day Duties

- Collect, verify, and record employee attendance, including hours worked.
- Compute wages, commissions, and deductions.
- Handle employee complaints about incorrect payments and resolve discrepancies.

**Required skills:**

Associate or bachelor's degree in accounting or a related financial field

Knowledge of payroll industry software tools, whether through college or separate training courses, is essential.

Industry-specific certification demonstrates expertise within the field and a commitment to continuing education.

How to apply:

Please submit a cover letter and resume to: lselton@brcats.com. Applications and resumes will be received until suitable candidate(s) are selected.

CATS provides equal employment opportunities (EEO) to all employees and all qualified applicants will receive consideration for employment without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfers, leaves of absence, compensation and training.