



**Position: Payroll Clerk**

**Department: Finance**

**Reports to: Accounting Manager**

**FLSA Status: Full-time, Hourly, Non-Exempt**

---

**Summary:**

ASM Global, the leader in privately managed public assembly facilities, has an excellent and immediate opening for **Payroll Clerk** for the **Peoria Civic Center**. This position coordinates and prepares payroll for all employees in compliance with state and federal wage and hour requirements and ASM Global policy.

**Essential Duties and Responsibilities:**

- Process facility payroll.
- Process all wage garnishments, deductions, and payments for applicable employees.
- Calculates vacation and sick pay.
- Process vacation and sick payment requests.
- Prepare payroll adjustments.
- Prepare manual checks, maintain check log and post to ADP.
- Prepare and update payroll journal vouchers.
- Reconciliation of accounts.
- Other duties as assigned.

**Supervisory Responsibilities:**

None

**Minimum Qualifications:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Ability to work a varying schedule according to the needs of the business.
- Ability to successfully pass a criminal and financial background check.

**Education and / or Experience:**

- Accounting degree preferred.
- Minimum 2 years of accounting experience.

**Skills and Abilities:**

- Excellent oral, written, and interpersonal skills.
- Excellent data entry, basic accounting, and journal entry skills.

- Understanding of payroll taxes, laws, regulations, and requirements.
- Ability to function both independently and as a team member.
- Ability to meet specific deadlines and successfully work under pressure, with close attention to detail.

**Computer Skills:**

- Proficiency in use of electronic mail systems (Outlook).
- Proficiency with MS Office applications (Word, Excel, PowerPoint).
- Experience with ADP, Workday, and ABI Mastermind preferred.

**Other Qualifications:**

- Must have reliable transportation.

**Working Conditions and 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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work is performed in an in-person office environment.
- Work requires intra-facility mobility to collaborate with others located on multiple floors and sections of the facility. Physical requirements include the ability to lift up to 25 lbs.
- While performing the duties of this job, the employee is regularly required to safely navigate pathways, stairs, slopes, escalators, elevators, and other workspaces with limited ambient lighting.

**To Apply:**

Apply via Indeed.com or the [ASM Global Career Portal](#).

---

The essential responsibilities of this position are described under the headings above. They may be subject to change at any time due to reasonable accommodation or other reasons. Also, this document in no way states or implies that these are the only duties to be performed by the employee occupying this position.

ASM Global is an Equal Opportunity/Affirmative Action employer, and encourages Women, Minorities, Individuals with Disabilities, and protected Veterans to apply. VEVRAA Federal Contractor.

Applicants who need reasonable accommodations to complete the application process may contact ASM Global Human Resources for the Peoria Civic Center at [mjohnson@asmpeoria.com](mailto:mjohnson@asmpeoria.com).