



Job Listings @ Area Businesses

For OFTC Students & Alumni

These job openings are posted by OFTC's Career Services on behalf of local businesses in our communities. OFTC is a unit of the Technical College System of Georgia and an Equal Opportunity Institution.

Job Title: Payroll Clerk

Company:	Farmers Home Furniture	
Contact:	Crystal Pittman	
Job Location:	Dublin, GA	
Posting Date:	06/27/2024	
Closing Date:	Until filled	
Phone/Email:	www.farmershomefurniture.com	
Service/Product		
Hours/Week:		Shift:
Salary: Will be discussed at interview		Benefits: Included
Travel Necessary: No		Relocation: No

To Apply:

Applicants can apply online at www.farmershomefurniture.com . For assistance or more information, please contact Saketta Brown, OFTC Career Services, sdbrown@oftc.edu.

Description of Job:

- Performs a variety of clerical duties such as answering incoming calls, relaying messages to staff members, providing information and assistance, faxing information, data entry, etc.
- Audit spiff and commission reports for accuracy with policy.
- prepares and enters corporate leave hours into the time clock.
- Prepares child support and garnishment orders to be entered into the HR/Payroll System.



- prepares bi-weekly check requisition for payment of child support and court order and tax authority garnishments.
- Maintains manual checks and voids and notifies Treasury Department.
- Prepares and maintains outstanding payroll checks.
- Assists in audits and changes of employee information changes such as direct deposit and taxes.
- Assists with verifying employment for current and former employees and wages on former employees seeking unemployment benefits.
- Prepare bi-weekly payroll packages.
- Prepare submission files for payroll and bonus runs
- Notify help desk of new hires and job changes daily.