

PAYROLL/ACCOUNTING CLERK OFFICE OF THE CITY CLERK

NATURE OF WORK

This is advanced clerical work involving a variety of payroll, personnel, accounting and clerical functions. Work is performed under the supervision of the City Clerk/Treasurer.

EXAMPLES OF DUTIES

Payroll functions:

- Process employees for new hire, transfer, promotion, demotion and termination
- Schedule drug testing and run license checks on employees
- Provide employees with personnel manuals, policies, and employment information
- Enroll employees in benefit programs
- Ensure all required employment forms are completed and properly submitted
- Enter employee information in payroll system
- Program and Maintain Electronic Time Clock System
- Calculate and verifying time records for accuracy
- Enter time in payroll system and prepare checks and direct deposits
- Calculate payroll taxes and retirement earnings, remit payment, prepare and submit reports
- Calculate garnishments
- Process and deposit checks to cover payroll, taxes, garnishments etc. and post entries
- Make journal entries to record checks and deposits.
- Prepare various weekly, monthly, quarterly and yearly reports including Alabama Income Tax, 941's, W-2's, unemployment, state retirement, affordable health care, and worker's compensation
- Maintain leave time Balances
- Maintain personnel files

Accounting functions:

- Assist with accounting duties and fill in for Accounting Clerk as needed
 - Accounts payable reconciliation and issuing of checks
 - Daily check-up
 - Deposits and entries
 - Bank reconciliation
 - Journal entries
 - Reconciling court system with general fund
 - Reconciling rescue billing system with accounting program

Clerical functions:

- Assist with answering the phone and counter as needed
- Issue business license and building permits
- Filing and record keeping

- Any other duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge:

- Payroll practices and employment laws
- Basic accounting principles
- Computer operations and programs

Skills

- Handle stress effectively without it interfering with performance.
- Organize, set priorities, and meet deadlines
- Operate a computer, using word processing, spreadsheet, database software, and other standard office equipment.
- Communicate clearly and effectively, both orally and in writing.

Abilities

- Understand and follow complex, oral and written instructions;
- Work with limited supervision
- Identify errors and take corrective action
- Communicate effectively
- Analyze various reports
- Manage multiple priorities with frequent interruptions
- Must be able meet strict deadlines

Training and Experience

Graduation from a standard high school or GED. A minimum of two years full-time payroll experience required or a combination of experience and payroll courses may be considered. A minimum of two years bookkeeping experience required or a combination of experience and courses in accounting may be considered. Typing, 10-key proficiency and computer literacy.

Physical Demands

While working in this position the employee will experience continuous upward and downward flexion of the neck. Frequent standing, sitting, bending and stooping, twisting of waist, side-to-side turning of neck; use of finger dexterity to operate keyboards and writing materials. Occasional: grasping, pushing, pulling and reaching above and below shoulder level. May occasionally lift and/or carry up to 25 pounds. Regularly required to talk and hear.

CLASSIFICATION: Clerical. FLSA Non-Exempt