

## PAYROLL / PERSONNEL CLERK

*Department: Accounting*  
*Division: N/A*  
*Appointing Authority: Accountant*

*Grade: 9*  
*Revision Date: 11/19*  
*Bargaining Unit: C*

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### **Definition:**

Administrative and clerical support work responsible for performing the duties associated with processing of the city's payroll; plans and organizes the city's payroll function; responsible for maintaining the payroll system, reviewing and reconciling payroll reports, providing information for journal entries, providing payroll information to employees. Serves as back up to departmental Administrative Clerk in AP/AR; all other work that is logical to the position.

### **Supervision:**

Works independently under the supervision of the City Accountant or designee.

Performs no supervisory duties. Works collaboratively with the Human Resources Department, Retirement System, Collector/Treasurer, Insurance Administrator and School Business Office as necessary.

### **Environment:**

Duties are performed under typical office conditions. Operates computers, calculators and other standard office equipment. Noise levels are usually quiet to moderate.

Has frequent contact with employees, city departments, State agencies, outside vendors.

Has access to confidential records subject to non-disclosure or limited disclosure pursuant to statutory prescript.

Performs varied and responsible departmental functions requiring independent judgment to ensure compliance with applicable laws, rules, regulations, grant(s) compliance as well as departmental policies, procedures and methods.

Errors in duties or performance may cause an adverse impact on employee morale or public opinion; confusion and delay, lower standards of service for the city, or may cause legal or financial repercussions.

**Essential Functions:** (The essential functions or duties listed below are intended only as illustration of the various types of work that may be performed and are representative of those that must be met by an employee to successfully perform the essential functions of the job. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)

Maintains the payroll system and employee pay records; posts and distributes time and attendance records; audits time sheets; inputs approved payroll and employee information; posts payroll records to the general ledger; prepares routine and special reports on payroll issues and approves vouchers for payments of payroll liabilities; tracks anniversary dates tied to differing pay types, maintains vacation capitation levels.

Responsible for overseeing various departmental clerks' payroll data for accuracy and conformity with standard payroll procedures; provides payroll training to new employees responsible for submitting payroll; entry and/or review of city / school payroll information in computer system(s); maintenance of municipal payroll records including computation and verification of pay, withholding tax and rate changes, deductions including insurances and deduction codes and charts for treasurers, retirement, leave accruals including notifying HR of overages, overtime, court ordered payments, and other miscellaneous wage and compensation actions as they pertain to the preparation and maintenance of payrolls; process and verify checks and reports.

Provide Collector / Treasurer, Retirement and School Department offices with applicable payroll information; issue fiscal reports as required; provide distribution sheets and warrants for approval of the City Accountant.

Perform data entry to process weekly, bi-weekly and monthly payrolls; prepare and generate special forms and documentation, including monthly, quarterly and year-end reports, including 941 E, state tape, reports for auditors, departmental records and payroll processing forms ensuring State and Federal compliance. Process year-end closing and generate W2/1099R forms, workers compensation reports, US Census Report, and employment statistics bureau.

Identifies, reconciles and resolves inconsistencies relative to payroll accounts and accounting controls; prepares manual checks when necessary, and makes applicable wage adjustments; reviews revised collective bargaining agreement provisions and makes applicable changes to the payroll system.

Assists employees with payroll questions and with payroll related forms; pays union dues in accordance with applicable collective bargaining agreements; may assist with cash receipts / turnovers for reconciliation with Treasurer's office.

**Minimum Qualifications:**

**Education and Experience:** High School or G.E.D. diploma, Associate's degree in business, accounting, office or public management or related field preferred. Three years of office experience preferably in a municipal environment in accounting practices, bookkeeping, payroll accounting, financial transaction record keeping and automated office systems and procedures required; specialized DOR course work preferred; or, any equivalent combination of education and experience that enables performance of all aspects of the position.

**Knowledge, Ability and Skill:** Working knowledge of or ability to learn and understand municipal operations and procedures regarding municipal payroll processing and accounting, payroll records, maintenance; Federal, State and local wage and hour laws; ordinance and labor agreements; basic city budget practices; automated payroll systems and operations and generally accepted accounting principles.

Thorough working knowledge of departmental functions and operations; of standard office practices and procedures; of use and operation of standard office equipment; ability to operate a personal computer in a windows environment with proficiency in MS Office and G-Suite required; familiarity with MUNIS and other database programs, computer hardware and software applications.

Knowledge of State and Federal tax laws, union contracts, city employee pay scales required in performance of payroll duties. Ability to maintain effective liaison with all city departments and personnel to exchange information and discuss matters of mutual concern and interrelated responsibilities; responsible for implementation of computer programs and modification as directed as it relates to payroll and accounting systems.

Completion of State, Federal or private organizational queries and surveys and maintaining incentive pay information for governmental agencies as it relates to payroll and accounting records; answer correspondence from outside agencies, verification of employment and other pertinent data as it relates to payroll.

Ability to interact in a positive and effective manner, and to establish and maintain positive work relationships with supervisors, coworkers, other departments, boards and commissions, the general public and personnel at all levels of authority using principles of good customer service.

Strong organizational skills in a multi-task environment required. Ability to plan and work independently, be self-directed and motivated, ability to work on and prioritize several on-going tasks and ability to be detail-oriented; must possess sensitivity and patience as violation of confidences or information would be problematic. Must perform all aspects of job responsibilities with honesty and integrity.

Ability to keep accurate and detailed records using applied accounting, budget, and payroll computer software; apply organizational skills efficiently with attention to detail, and ability to operate standard office equipment. Ability to meet project and requisite deadlines and work effectively in pressure situations. Ability to prepare routine correspondence and reports utilizing computerized office applications.

Ability to understand, learn, interpret and explain payroll policies and procedures, and to apply such guidelines appropriately to different situations.

Ability to interact effectively and pleasantly with a wide variety of individuals including customers, coworkers, outside professionals and members of the public.

Ability to understand, select and perform basic mathematical calculations, efficiently and accurately. Ability to perform multiple tasks and deal effectively with interruptions. Ability to perform detailed work accurately and with dispatch.

Acts as backup to Administrative Clerk I (AP/AR) position in the office.

**Education and Experience:**

Duties require an Associate's degree in computer science or related discipline, or two years business school with knowledge of payroll processing, mainframe computer programming and automated office systems and procedures; specialized computer programming course work; 3 years related experience; or any equivalent combination of education and experience.

**Physical Requirements:** Prolonged sitting, talking, walking, and mental concentration for prolonged periods required; frequent repetitive keyboarding motion for inputting data and use of hands and fingers in operating/using various office equipment; occasionally required to lift and/or move objects or books of up to 15 pounds; specific vision requirements include close vision for long periods of time and the ability to adjust

focus, ability to distinguish color in graphs, charts, etc.; hearing ability requirements include ability to interact with departments, the public, elected or appointed officials and outside organizations.

**Special Requirements:** Must successfully pass CORI/ SORI checks.

(This job description does not constitute an employment agreement between the employer and employee. It is used as a guide for personnel actions and is subject to change by the employer as the needs of the employer and requirements of the job change.)

**Approved:**

  
Human Resources Director

11/22/19  
Date

Revision History: 1977, 1/88, 1995, 1998, 5/10, 11/19

  
Mayor

  
Department Head

[Clerical Unit Review RU]