



Position Guide For
**AP/Payroll
Clerk**

Position guides are intended to present the general character, level of competency, and scope of responsibility of all employees in this job class. The position description is **not** intended to list all job functions or reflect all duties performed within the job. The guide may be subject to change by the employer as the needs of the employer and/or requirements of the job change.

DEPARTMENT: Administration

CLASSIFICATION RANGE: \$15.00-19.00/hr.

FLSA STATUS: Non-Exempt

SUPERVISION:

Supervised By: City Clerk and City Administrator

Supervises: N/A

STATEMENT OF PRIMARY DUTIES:

Performs duties related to the maintenance of accounts payable and payroll as well as active support of other city staff.

KEY RESPONSIBILITIES:

- Ensures purchases follow the city's policies and State statutes; assigns purchase order numbers; provides purchasing assistance to City staff as required;
- Verifies accuracy of invoices received by the City prior to entering them into the automated system; prepares vouchers for approval; prepares and distributes appropriate tax forms and related reports;
- Prepares City payroll; verifies timecards and prepares journal entries to record payroll data in the general ledger;
- Prepares quarterly and year-end payroll reports, payroll tax deposits, summary reports and W-2 forms according to state and federal regulations;
- Assists with maintaining personnel files including vacation and sick leave accrual and usage; assists employees in enrolling, changing, or dropping benefit coverage;
- Researches payroll related policies and procedures;
- Acts as backup for the Utility Billing Clerk and Court Clerk
- Provides positive and active support of customers, citizens, and colleagues
- Performs other duties as assigned.

EXPERIENCE AND EDUCATION GUIDELINES Any combination of experience and education that would likely provide the required knowledge, skills and abilities is acceptable. A typical way to obtain the knowledge, skills and abilities would be:

- **Experience:** Prior administrative, accounting, and customer service experience. Effective manipulation of accounting software is preferred.
- **Education:** High School graduate or GED equivalent supplemented with appropriate course work.
- **License or Certificate:** N/A

NECESSARY KNOWLEDGE, SKILLS, AND ABILITIES:

1. Ability to work independently, make sound decisions, and multi-task.
2. Exhibit proficient computer skills and operate 10-key.
3. Ability to: establish and maintain communicate effectively verbally and in writing; and establish and maintain effective working relationships with employees, supervisors, vendors and the public.
4. Ability to obtain training to update present skills or obtain new skills.
5. Exhibit attention to detail, problem solving and follow through skills.

TOOLS AND EQUIPMENT USED

Computers, drive-thru and cash drawers, and communication equipment.

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.

While performing the duties of this job, the employee is frequently required to use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance, stoop, kneel, crouch, or crawl. The employee is occasionally required to walk, sit and talk or hear. The employee must frequently lift and/or move up to 25 pounds, and occasionally lift weights up to 100 pounds. Specific vision abilities required by this job include close vision, color vision, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee works in a typical office environment. The employee is occasionally exposed to heat and cold, wet and/or humid conditions. The noise level in the work environment is moderate.

SELECTION GUIDELINES

Formal application; rating of education and experience; oral interview, background and reference check; drug screening exam; job related tests may be required.

