

TITLE:	Payroll Clerk	GRADE:	23
		JOB CODE:	8810
PREPARED:	August 2013	FLSA:	Non-Exempt
UPDATED:	September 2019	REVISION #:	

Summary: Under general supervision, performs the supervision of utility billing and cash receipting, payroll and benefit activities for the Town.

Distinguishing Characteristics: This is an entry level job class initially requiring intermediate skills of payroll and accounting principles with the last level demonstrating more advanced and technical human resource and accounting knowledge and experience. This position reports to the Finance Manager.

Essential Job Functions: Essential functions, as defined under the Americans with Disabilities Act, may include any of the following tasks, knowledge, skills and other characteristics. *The list that follows is not intended as a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed, and may be required to perform additional, position-specific tasks.*

- Prepares, processes, distributes, and inputs payroll and related information in the automated system of the Town's payroll; codes, totals and prepares time sheets for input; assures accuracy of payroll related to pay changes and deductions; reviews changes and timesheet input in compliance with Town policy and state and federal laws.
- Distributes withholding checks in a timely manner; makes payroll tax deposit according to established procedures; prepares and maintains individual employee payroll files.
- Distributes leave and wage reports to appropriate personnel.
- Prepares and distributes quarterly and annual tax reports.
- Responds to questions from employees regarding leave balances, pay levels and deductions.
- Coordinates benefit programs such as medical, dental, life, vision, flexible benefit plans, retirement, sick, vacation, and holiday pay, workers compensation and other benefits. Enrolls new employees, conducts annual open enrollment, and ensures employees receive timely information on changes in group health insurance coverage's and premiums. Troubleshoots claim problems for employees and providers.
- Prepares and maintains a variety of records, such as employee time cards, withholding forms, direct deposit requests, retirement benefits.
- Ensures garnishments are submitted or cancelled upon receiving court orders.
- Provides confidentiality of employee data.
- Provides a variety of office support activities such as answering and directing phones, create cash receipts, greet customers and provide information at front counter.
- Backs up Utility Billing and in the absence of the Utility Clerk prepares the monthly utility billing.
- Performs banking activities including deposit tracking and daily deposit reconciliations.
- Performs other related duties as assigned.

MINIMUM QUALIFICATIONS

Required Knowledge and Skills:

- Knowledge of town, state and federal statutes, codes, regulations policies and procedures as they pertain to accounting, finance, and human resources

- Knowledge of the Municipal Code, Town Procurement Policy and other Town ordinances, rules and regulations, and Personnel Policies.
- Knowledge of benefits administration processes and techniques.
- Skill in making decisions, maintaining composure, and working effectively under stressful conditions.
- Skill in multitasking and prioritizing duties.
- Skill in interpreting and applying rules, regulations, policies and procedures.
- Skill in operating a personal computer and software applications with speed and accuracy not limited to word processing, spreadsheets, data base software, 10-key calculator, phone, copy machine, scanner.
- Knowledge of computer processing applications for payroll and utility billing functions and skill to enter data, maintain records, and generate reports.
- Skill in preparing, analyzing, maintaining financial and statistical reports.
- Skill in utilizing accounting and auditing practices and procedures applicable to public sector accounting.
- Skill in interacting with people of different social, economic, and ethnic backgrounds.
- Skill in establishing and maintaining effective working relationships with co-workers and the public; providing effective customer service, and dealing tactfully and courteously with the public.
- Skill in communicating clearly and concisely, both verbally and in writing.

Education, Experience, Certifications and Licenses:

- Associates degree in accounting, finance, business, human resources or closely related fields.
- Two (2) years' work experience in accounting, finance, and human resources.
- OR an equivalent combination of training and experience that provide the required knowledge and skills.
- Must possess valid Arizona Driver's License.

Environmental Factors and Conditions/Physical Requirements: 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 sit for extended periods of time.
- Ability to speak and hear.
- Use of hands and fingers to handle and feel objects, operate tools, or controls.
- Reach with hands and arms.
- Occasionally required to stand, and walk.
- Must occasionally lift and/or move up to 25 pounds.
- Specific vision abilities required by this job include close vision and the ability to adjust focus.
- Work is routinely performed in office environment with minimal exposure to inclement weather, and varying temperatures.