

Position: Payroll Clerk

Department: Finance

GENERAL PURPOSE

Under general supervision, performs a variety of clerical job duties for the payroll function for the City.

SUPERVISION RECEIVED:

Works under the general supervision of the City Clerk-Treasurer.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Must possess the ability to:

- Perform Payroll
- Perform Utility Billing
- Meet the Public
- Speak and hear with clarity
- Operate various office machines
- Must be able to sit, stand and bend and lift 30 pounds
- Must be bondable

AREAS OF ACCOUNTABILITY AND PERFORMANCE

Routine Office Functions

- Filing
- Preparation of correspondence
- Prepares Payroll
- Prepares and pays liabilities
- Prepares payroll reports, quarterly reports, annual reports
- Prepares bank deposits and takes to bank
- Maintains cash drawer
- Routes incoming and outgoing mail
- Routes incoming phone calls
- Operates all office equipment
- Utility Billing substitute when needed
- Maintains and orders office supplies
- Prepares Civic Center and Swimming Pool deposits

- General knowledge of records retention
- Monitor and maintain Liquor licenses annually
- Monitor and maintain promissory notes
- Assist the City Superintendent and Mayor
- Processes invoices for the City Superintendent
- Serves as Safety Committee Secretary

EDUCATION, TRAINING AND EXPERIENCE REQUIREMENTS:

Any combination of training and experience equivalent to graduation from high school, including courses in:

- Typing
- Word Processing
- Other secretarial functions
- One year office experience
- Computer background
- Account background preferred

EXAMPLES OF PERFORMANCE CRITERIA AND EXPECTATIONS:

- Typing accurately
- Maintaining files
- Records are maintained
- Prepares payroll and all supporting documents
- Assigned duties are carried out effectively and efficiently
- Establishes and maintains effective working relationships with fellow employees, supervisors and the public
- Performs other duties as may be assigned