

JOB TITLE: PAYROLL CLERK (Hourly: Non-exempt)

ACCOUNTABILITY: Under the direction of the Finance Director/Treasurer

JOB SUMMARY: Primarily responsible for the City's payroll process and all related duties (approximately 75 employees - 140 employees during summer months); secondary responsibilities include processing and posting daily receipts of the City, backup for the preparation of monthly financial statements.

ESSENTIAL DUTIES AND RESPONSIBILITIES: Responsible for the bi-weekly payroll process which includes reviewing electronic timesheets and working with Department Heads to ensure the timesheets are accurate, reviewing for proper withholdings, creating ACH files, posting payroll journal to the general ledger, recording the accrual and use of paid leave, submitting Federal and State tax deposits, submitting pension contributions, submitting child support withholdings, submitting payments for all employee benefits, and maintaining sound payroll records under the necessary document retention requirements; responsible for the preparation of quarterly payroll tax returns including Federal and State 941's and unemployment returns; prepares annual payroll tax filings including Forms W-2, W-3, Forms 1095, Form 720 PCORI Fee etc.; performs quarterly audit of pension contributions to accounting records; maintaining payroll employee master file including adding and removing employees, updating pay rates, and updating insurance rates and other withholdings; reconciles payroll bank account on a monthly basis; prepares all requested payroll records for annual financial statement audit; assists the Finance Director in the budget process by providing payroll projections and other forecasted information; operates the computer, typewriter, calculator, base radio, cash register, fax and copy machine in daily activities.

ADDITIONAL DUTIES AND RESPONSIBILITIES: When not preparing payroll, the candidate will be available to wait on walk-in utility customers and answer telephone calls; assist employees with questions regarding their payroll, performs other related duties as directed.

SKILLS/ABILITIES: Ability to complete tasks on tight deadlines with accuracy; knowledge of basic accounting principles; experience working with Microsoft Excel; good communication skills required to effectively communicate daily with City employees and the public; ability to attend training sessions and/or conferences in town or out of town; ability to stand and/or sit for long periods of time.

TRAINING AND EXPERIENCE: Two years of combined education/training/experience in a payroll related function OR Associates degree in a related field; certification or designation such as Certified Payroll Professional (CPP) is preferred; experience working with Microsoft Office 365 Suite is preferred.

Updated 07/2021