



## **PAYROLL SPECIALIST**

### **NATURE OF WORK**

Position involves highly responsible accounting and clerical work related to the application of financial practices and principles. Work is performed within the limits of an established accounting system and without close supervision, and the employee is responsible for the independent application of accounting principles. Employees in this class may also serve as an intermediary check on certain financial transactions. Work is reviewed by a supervisor for adherence to established departmental policies and legal regulations, and is subject to audit.

### **RESPONSIBILITIES AND ESSENTIAL DUTIES AND FUNCTIONS**

An employee in this position may be called upon to do any or all of the following essential duties: (These examples do not include all of the duties which the employee may be expected to perform.)

1. Maintain journals, ledgers showing encumbrances and other bookkeeping and accounting records for the City.
2. Open and review all invoices, match requisitions to invoices and prepare for payment and post to ledgers and journals.
3. Prepare accounts payable and print checks.
4. Process and report monthly and quarterly tax payments.
5. Facilitate the implementation of new computer accounting programs.
6. Prepare and distribute W-2 and 1099's. Assemble data for payroll and prepare records and reports.
7. Wait on customers, answer telephone, prepare miscellaneous reports.
8. Prepare payroll and process related items.
9. Perform centralized accounting activities and operations.
10. Assist with an internal audit program.
11. Review general ledgers for all City and special accounts.
12. Handle accounting related to special projects.
13. Report all retirement wages and contributions to MERS.
14. Perform related work as required.

### **ESSENTIAL QUALIFICATIONS AND KNOWLEDGE, SKILLS AND ABILITIES FOR EMPLOYMENT**

All of the following functions, qualifications, knowledge, skills, abilities (KSA's) and duties are essential. An employee in this class, upon appointment, should have the equivalent of the following:

- Associate degree in accounting, business administration or closely related field is required.
- Two years experience in bookkeeping or accounting work, preferably in municipal government.
- Considerable knowledge of modern office practices and procedures.
- Reasonable knowledge of City Charter provisions, ordinances, and operations of the State and local law governing fiscal responsibilities.
- Ability to analyze and interpret bookkeeping and accounting records, and to prepare accurate financial statements and summaries.
- Initiative and resourcefulness in solving accounting problems.
- Considerable knowledge of accounting and bookkeeping principles and procedures.
- Reasonable knowledge and experience with BSA.net.
- Reasonable knowledge of modern office practices and procedures.
- Ability to plan and organize clerical and bookkeeping work.
- Ability to assemble data and prepare accurate records and reports.
- Speed accuracy in performing clerical work.
- Ability to hear oral and read written instructions to perform duties.
- Ability to make mathematical computations quickly and accurately to perform duties.
- Ability to make routine decisions in accordance with departmental policies and procedures.
- Ability to work effectively with the general public and with other employees.

Approved:



1-28-2020

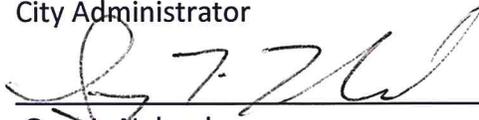
Anthony D. Chandler  
Personnel Director

Date



Mark C. Meyers  
City Administrator

Date



1/28/20

Gary L. Nelund  
Mayor

Date