



CITY OF
GRAND RAPIDS
IT'S IN MINNESOTA'S NATURE

420 N. Pokegama Ave
Grand Rapids, MN 55744
(218)326-7606
(218)326-7608 Fax
www.cityofgrandrapidsmn.com

Employment Application

An Equal Opportunity Employer

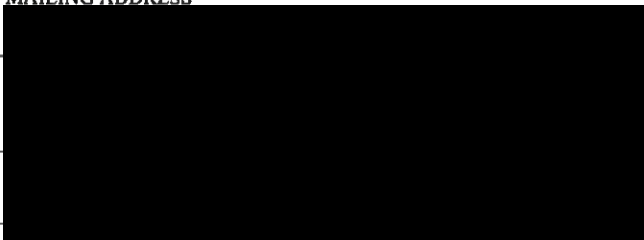

Please complete by printing in ink or typing. Application must be signed for employment consideration.

Thank you for considering employment with the City of Grand Rapids. We welcome you as an applicant and look forward to reviewing your application information. It is the City's policy to provide equal opportunity in employment. The City will not discriminate on the basis of race, color, creed, age, religion, national origin, marital status, disability, sex, sexual orientation, familial status, status with regard to public assistance, local human rights commission activity or any other basis protected by law.

Please furnish complete information on the application form, so we may accurately and completely assess your qualifications. You may attach any other information that provides additional detail about your qualifications for employment in the position you seek. Please refer to the Applicant Data Practices Advisory for guidance regarding how your application information will be used, the consequences of providing or not providing information, and more.

The City of Grand Rapids accommodates qualified persons with disabilities in all aspects of employment, including the application process. If you believe you need a reasonable accommodation to complete the application process, please contact Human Resources at 218-326-7606.

PERSONAL INFORMATION

NAME Last McNally	First Heather	Middle Jo	POSITION APPLIED FOR: Full Time Security	
MAILING ADDRESS 			TODAY'S DATE: 9/16/24	DATE AVAILABLE TO WORK: 10/1/24
			STATUS DESIRED: <input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Seasonal	
Are you a U.S. citizen or do you have legal Authorization to work in the U.S.? Proof of age and/or eligibility to work may be requested.			EMAIL ADDRESS: 	
			Do you have a valid driver's license? (For driving positions only) YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	
Will your continued employment require employer sponsorship? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		Are you <u>under</u> 18 years of age? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		

EDUCATIONAL INFORMATION

School Name, City and State		Major Area of Study
High School: Anoka	Diploma <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO GED <input type="checkbox"/> YES <input type="checkbox"/> NO	
College: University of Moorhead	Degree Completed: <input checked="" type="checkbox"/> YES <input checked="" type="checkbox"/> Associates <input type="checkbox"/> Bachelors <input type="checkbox"/> Masters <input type="checkbox"/> Other <input type="checkbox"/> NO # of years completed <u>2</u> Semester/Credit hours earned _____	Business Management Human Resources
Graduate School:	Degree Completed: <input type="checkbox"/> YES <input type="checkbox"/> Associates <input type="checkbox"/> Bachelors <input type="checkbox"/> Masters <input type="checkbox"/> Other <input type="checkbox"/> NO # of years completed _____ Semester/Credit hours earned _____	
Technical or Vocational Programs:	(indicate type of certificate earned)	

List any other courses, seminars, workshops, or training you have that may provide you with skills related to this position:

OSHA, MSHA, First Aid, CPR, Taser, Tactical, and CWIS

List any current licenses or certificates you possess which may be related to this position:

OSHA, First Aid, and CPR

List any current registration(s) or membership(s) related to the position for which you are applying:

Grand Rapids Police Reserve

EMPLOYMENT EXPERIENCE

CURRENT EMPLOYMENT INFORMATION			
EMPLOYER TNT Construction Group	DATES EMPLOYED		JOB TITLE: Payroll Admin / Human Resources
	FROM	TO	
ADDRESS 40 County Rd 63	1/15/18	Current	NAME OF LAST SUPERVISOR: Janet Hammerlund
CITY, STATE, ZIP Grand Rapids, MN 55744	DESCRIBE YOUR WORK IN THIS JOB:		
TELEPHONE Area Code + Number (218) 326-1881	Input, process, disperse all payroll. Human Resources for 200+ employee's. Taxes and related forms. Union reporting and relations. Onboarding and technical reporting. Certified payroll. Employee Disputes. Unemployment + Workers Compensation.		
May we contact this employer? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
<input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Other			
REASON FOR LEAVING: Still Employed			

PREVIOUS EMPLOYMENT INFORMATION			
List all positions held including full-time, part-time, military, summer, volunteer work and any periods of unemployment. Explain any period of unemployment. Attach additional sheet if necessary.			
EMPLOYER Aspire Heating	DATES EMPLOYED		JOB TITLE: Payroll Admin / Human Resources
	FROM	TO	
ADDRESS	5/14	12/17	NAME OF LAST SUPERVISOR: Justin Crossley
CITY, STATE, ZIP Grand Rapids, MN 55744	DESCRIBE YOUR WORK IN THIS JOB:		
TELEPHONE Area Code + Number (218) 256-7778	Same as above with fewer employee's.		
May we contact this employer? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
<input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Other			
REASON FOR LEAVING: New Employment			

EMPLOYER Insight Restoration	DATES EMPLOYED		JOB TITLE: Payroll Admin / Human Resources
	FROM	TO	
ADDRESS 12725 16th Ave N.	9/02	1/13	NAME OF LAST SUPERVISOR: Brett Denzel
CITY, STATE, ZIP Plymouth, MN 55441	DESCRIBE YOUR WORK IN THIS JOB:		
TELEPHONE Area Code + Number (612) 940-6797	Same as above with 50+ employees.		
May we contact this employer? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
<input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Other			
REASON FOR LEAVING: Relocation			

UNPAID EXPERIENCE

Describe any unpaid or volunteer experience relevant to the position for which you are applying (you may include, if you wish, information which would reveal race, sex, religion, age, disability, or other protected status).

Grand Rapids Police Reserve

MILITARY EXPERIENCE

Did you serve in the U.S. Armed Forces? Yes No

Describe your duties:

Do you wish to apply for Veteran's Preference points: Yes No

If you answered "yes," you must complete the enclosed application for Veterans' Preference Points, and submit the application and required documentation to the City of Grand Rapids by the application deadline of the position for which you are applying.

AUTHORIZATION

PLEASE READ CAREFULLY BEFORE SIGNING

I certify that all information I have provided in this application for employment is true and complete to the best of my knowledge. Any misrepresentation or omission of any fact in my application, resume or any other materials, or during any interviews, can be justification for refusal of employment, or if employed, will be grounds for dismissal, regardless of length of employment or when the misrepresentation or omission is discovered.

I understand that submission of an application does not guarantee employment. I acknowledge that I have received a copy of the job description summary for the position/s for which I am applying. I further acknowledge my understanding that employment with the City of Grand Rapids is "at will," and that employment may be terminated by either the City of Grand Rapids or me at any time, with or without notice. I understand that none of the documents, policies, procedures, actions, statements of the City of Grand Rapids or its representatives used during the employment process is deemed a contract of employment, real or implied. I further understand that this "at will" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of the City of Grand Rapids. In consideration for employment, if employed, I agree to conform to the rules, regulations, policies, and procedures of the City of Grand Rapids at all times and understand that such obedience is a condition of employment.

I understand that if offered a position with the City of Grand Rapids, I may be required to submit to a pre-employment medical and psychological examination, drug screening and background check as a condition of employment. I understand that unsatisfactory results from, refusal to cooperate with, or any attempt to affect the results of these pre-employment tests and checks will result in withdrawal of any employment offer or termination of employment if already offered.

With my signature below, I am providing the City of Grand Rapids authorization to verify all information I provided within this application packet, including contacting current or previous employers. However, I understand that if, in the Employment Experience section I have answered "No" to the question, "May we contact your current employer?," contact with my current employer will not be made without my specific authorization.

I have read the included Applicant Data Practices Advisory, and I further understand that criminal history checks may be conducted (after I have been selected for an interview, in the case of non-public safety positions) and that a conviction of a crime related to this position may result in my being rejected for this job opening. I also understand it is my responsibility to notify the City of Grand Rapids in writing of any changes to information reported in this application for employment.

Heather McNally
Signature

9/16/24
Date

Name and number of person completing this form if other than applicant: _____

HEATHER MCNALLY

Professional Summary

Payroll Administrator with experience handling all aspects of payroll processing, including employee paychecks and direct deposits, taxes, deductions and garnishments. Brings comprehensive understanding of applicable laws and regulations related to payroll and employee benefits. Excellent communicator answering employee inquiries and resolving any payroll-related issues. Efficient Payroll Administrator knowledgeable about managing payroll for up to 200 employees each period. Adept at reviewing and correcting records, processing payments and funding accounts. Ready to bring 20+ years of progressive experience to a new permanent role.

Skills

- Data review
- HR Support
- Labor law knowledge
- Employee Onboarding
- Tax Compliance
- Intuit QuickBooks
- Microsoft Office
- Collective Bargaining Agreements
- Employee Relations
- Information Protection
- Period-End Reporting

Work History

Payroll Administrator

01/2018 to Current

TNT Construction Group LLC – 40 County Road 63, Grand Rapids, MN 55744

- Handled complex payroll situations such as back-pay calculations, garnishments, and overtime payments with accuracy and professionalism.
- Calculated payroll deductions by accurately using ComputerEase and processed payroll to meet preset requirements.
- Uploaded time records into computer system and made adjustments to create accurate database for payroll processing functions.
- Reduced errors in payroll calculations with meticulous attention to detail and thorough data verification.
- Managed payroll data entry and processing for 200 employees to comply with predetermined company guidelines.
- Processed payroll garnishments such as tax liens and child support.

- Facilitated year-end reporting by preparing accurate W-2 forms for all employees within required deadlines.
- Collaborated closely with HR and accounting teams to coordinate benefits deductions, tax withholdings, and other adjustments.
- Ensured timely salary disbursements for employees, maintaining strict adherence to company policies and deadlines.
- Conducted regular audits of payroll data to identify discrepancies and ensure compliance with federal regulations.

Payroll Administrator

05/2014 to 12/2017

Aspire Heating – Grand Rapids, MN

- Handled complex payroll situations such as back-pay calculations, garnishments, and overtime payments with accuracy and professionalism.
- Calculated payroll deductions by accurately using Quickbooks and processed payroll to meet preset requirements.
- Facilitated seamless year-end tax reporting by maintaining up-to-date employee financial records.
- Optimized payroll operations, introducing automated systems for better tracking of employee hours and overtime.
- Managed and updated employee benefits information.
- Prepared and submitted payroll taxes and reports to regulatory agencies.

Payroll Administrator and Human Resources

09/2002 to 01/2013

Insight Restoration – Rogers, MN

- Performed calculations in overtime, vacation, and sick hours to provide accurate data to payroll processing database.
- Offered payroll-related subject matter expertise to management and employees to resolve payroll discrepancies.
- Calculated payroll deductions by accurately using Quickbooks and processed payroll to meet preset requirements.
- Uploaded time records into computer system and made adjustments to create accurate database for payroll processing functions.

Education

**High School Diploma
Anoka High School**

05/1995

**Moorhead State
University**