



JOB DESCRIPTION

Title:	Accounts Payable/Payroll Clerk	Department(s):	Finance
Reports to:	Comptroller	Location:	Municipal Building
FLSA:	Non-Exempt	Pay Grade:	Salary Resolution
Shift:	Day	Status:	Full-Time
Bargaining Unit:	n/a	Date:	January 2025

JOB SUMMARY

The Accounts Payable/Payroll Clerk position performs a variety of skilled, professional accounting duties for a specific area requiring detailed knowledge of established bookkeeping and accounting principles and procedures.

Performs recurring and moderately complex clerical accounting assignments in accordance with standard operating procedures and precedents, specifically, but not limited to, the areas of payroll, benefits administration, and accounts payable.

ESSENTIAL DUTIES AND RESPONSIBILITIES

This list of duties and responsibilities is not all-inclusive and may be expanded to include other duties and responsibilities, as management may deem necessary.

- Compile and process bi-weekly payroll for City.
- Maintain payroll records for setup and changes of payroll data on new and continuing employees. Record data concerning transfer of employees between departments.
- Wisconsin Retirement System (WRS) Enrollment and terminations, life and income continuation insurance enrollments.
- Compile payroll data such as hours worked, taxes, insurance, withholdings & benefits, from time sheets and other records.
- Prepare computer input forms; enter data into computer files, or computer wages and deductions; and post to payroll records.
- Record changes affecting net wages such as exemptions, insurance coverage, and various payroll deductions for each employee to update master payroll records.
- Maintain payroll related employee leave records, such as vacation and sick time accumulation and used.
- Implement labor union contract provisions pertaining to payroll.
- Review wages computed and corrects errors to ensure accuracy of payroll.
- Prepare, print and distribute bi-weekly payroll.
- Prepare biweekly electronic bank direct deposit.
- Prepare biweekly ICMA & WI Deferred Compensation, Child Support, 125 Flex Plan, Union Dues and United Way withholdings, and employee maintenance for these agencies.
- Prepares monthly retirement and insurance submissions and on-going employee account maintenance with Department of Employee Trust Funds.

- WRS Annual reconciliation.
- Prepares quarterly unemployment filing with the State of Wisconsin and Federal 941 report.
- Prepares Bureau of Labor Statistics worksite report.
- Prepares and files annual report of employee wages with the State and Federal governments.
- Prepare year end reports, W-2 tax forms, and prepare payroll systems for the New Year.
- Maintain individual payroll records, and tax rate programming.
- Answer payroll related questions from employees.
- Accounts payable for City and Hospital Fund.
- Process invoices, receive requisitions from City departments, and prepare and submit bills on a biweekly basis to the City Council for approval.
- Analyze accounts payable coding for accuracy.
- Prepare vendor checks.
- Prepare schedules for annual audits and year-end 1099 forms.
- Charge card purchases, monthly P-Card, and Fleet Card statement processing.
- Answer and transfer incoming telephone calls, and provide accurate information to the public about routine, non-routine and technical information and City programs and policies.
- Receive and assist visitors at City Hall, including answering questions and basic customer relations; responds to inquiries from employees, citizens and others and refers, when necessary, to appropriate persons.
- Receive telephone calls and citizen visits concerning utility billings or services; handles questions and matters of a more technical nature; and responds to citizen requests and complaints.
- Perform a variety of clerical functions as needed to accomplish work routines as follows, including filing; posting and or logging information to manual or automated records; processing mail; ordering supplies; duplicates and distributes materials; collating and assembling documents; photocopying, scanning and faxing documents; accept utility, property tax, and court payments.

ADDITIONAL DUTIES AND RESPONSIBILITIES

- Provides back up support to the Accounting Technician II-Utilities, Court Clerk, and Comptroller as needed.
- Assist in collection of municipal revenues, including dog license fees, real estate taxes, personal property taxes, special assessments, mobile home parking fees, court fines, etc.
- Assist administration of payroll related employee benefit programs. Assist and or research employee concerns regarding benefits.
- Fulfill external employment and wage verification requests.
- Develop and maintain written procedures for all duties performed.
- Other projects and duties as assigned.

SUPERVISION RECEIVED AND/OR EXERCISED

- Works under general supervision, performing most job duties independently.
- Opportunity to vary work steps and in deciding appropriate procedures, guidelines and methods to apply exists, and end results are reviewed.
- Prior related work experience and knowledge base utilized to enhance departmental policies and procedures.
- Incumbents prioritize their own work, manage their time effectively and respond to many questions independently.
- No formal supervisory responsibilities.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

- Associates Degree from an accredited school with course work in Accounting, Finance, or a closely related field, preferred.
- One (1) to three (3) years of increasingly responsible related experience, preferably in governmental accounting, or any equivalent combination of related education and experience that provides requisite knowledge, skills and abilities for the position.

Language Skills

- Ability to analyze data and information using established criteria, in order to determine consequences and to identify and select alternatives. Ability to compare, count, differentiate, measure, copy, record and transcribe data and information. Ability to classify, compute, tabulate, and categorize data.
- Ability to persuade, convince, and/or train others. Ability to advise and interpret how to apply policies, procedures and standards to specific situations.
- Ability to utilize a variety of advisory data and information such code manuals, City ordinances, directories, State statutes, procedures, guidelines and non-routine correspondence.
- Ability to communicate orally and in writing with City personnel, Department personnel and City residents.

Mathematical Skills

- Ability to calculate percentages, fractions, decimals, volumes, ratios, present values, and spatial relationships. Ability to interpret basic descriptive statistical reports.
- Knowledge of accounting principles and practices.
- Apply bookkeeping and fundamental accounting principles to the maintenance of account records and statements.
- Analyze and interpret financial data and develop recommendations to improve routines and procedures in area of assignment.
- Complete arithmetical computations accurately and rapidly.
- Ability to perform cashier duties accurately.

Reasoning Ability

- Ability to use functional reasoning in performing influence functions.
- Ability to exercise the judgment, decisiveness and creativity required in situations involving the evaluation of information against sensory and/or judgmental criteria.
- Ability to work well under pressure and handle stressful situations, to organize work and set priorities, managing time and resources to meet deadlines and changing demands within the entire operation of administrative services, perform duties with a minimum of supervision.

Other Qualifications

- Proficiency in typing; 10 key calculator; computers and electronic data processing; Microsoft Office, including Word and Excel.
- Working knowledge of modern office practices and procedures; and general accounting software.
- Ability to effectively meet and deal with the public.
- Ability to work effectively in cooperation with fellow employees as a member of the administrative staff team.
- Ability to work in and maintain an environment that deals with sensitive and confidential information.

Human Resources Date

City Manager Date