



**JOB TITLE: ACCOUNTS PAYABLE/ PAYROLL CLERK**

**PAY RANGE: \$19.36 – \$22.00 DOE,**

**STATUS: HOURLY**

**SUPERVISOR: CLERK / TREASURER**

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### **General Statement of Duties:**

Assists in maintaining and controlling the general ledger system and reconciling general ledger accounts as well as assisting in cost allocation and handling various aspects of the City's internal reporting system. This position serves at the discretion of the Mayor, City Council, and Clerk/Treasurer with the Clerk/Treasurer being the immediate Supervisor.

### **Specific Responsibilities:**

1. Responsible for the data entry and calculation of employee payroll from time sheets and preparation of payroll checks maintaining records of all payroll data that will ensure the validity of the payroll system.
2. Responsible for all payroll reporting including tax deposits, quarterly reports, annual reports and w-2s, adhering to established payroll policies assuring a detailed audit trail.
3. Responsible for the preparation and transmittal of insurance and other employee benefits including voluntary payroll deductions.
4. Responsible for maintenance of all employee payroll records, updating as necessary throughout the year.
5. Prepare reports of leave status for all departments and distribute these reports as directed.
6. Work closely with all employees and department heads regarding payroll matters.
7. Knowledge of aspects of election process. Must study and comprehend election laws of the State of Idaho.
8. Reconcile bank accounts.
9. Work with accounts receivable and accounts payable.
10. Compile work order billings and post inventory.
11. Responsible for maintaining and making entries into the financial records of the City according to mandated requirements and compliance with auditing standards.
12. Prepare accounting reports as required by federal, state, county, and city agencies.
13. Knowledgeable with accounting theory, principles, techniques, and procedures.
14. Comply with governing laws, regulations, policies and procedures in application of accounting principles and standards.
15. Comply with all City policies.
16. Work closely with the outside auditor of the City during the annual audit.
17. Must maintain confidentiality of information.
18. General knowledge of all office functions and assumes responsibility of the office in the absence of the Clerk/Treasurer including clerking of meetings.
19. Perform a variety of complex duties designed to expedite services provided through the varied responsibilities of the office.
20. All other duties as assigned.

**Standards of Performance:**

High degree of performance required. Ability to communicate and work effectively with elected officials, employees, professionals, vendors, and general public acting in a professional and courteous manner. Must be reliable and able to work under pressure while meeting deadlines; must be flexible and have the ability to organize and prioritize a variety of related and unrelated tasks; must maintain composure and have the ability to deal with people in sensitive situations.

**Preparation, Training, Education, and Experience:**

- High school diploma or GED equivalency; and
- Two (2) years or more of post high school education or training in accounting, bookkeeping, or public finance preferred.
- Two (2) years or more of experience in general accounting and/or public accounting preferred.
- Any equivalent combination of experience and training that provides the knowledge and abilities necessary to perform the work.

**Machines, Tools, Equipment and Work Aids:**

Knowledge in entering and retrieving information from automated data systems. Knowledge in the use of computer hardware, including printers, terminals, keyboards, and a variety of different computer programs. Knowledge in the use of fax machines, typewriters, adding machines, copy machines, cash registers, and recording equipment.

**Competitive Benefit Package**

Along with competitive wages, the city offers a competitive benefit package to all full-time employees. It includes the following:

- Medical benefits to the employee and employee's immediate family with a contribution amount of 10% by the employee.
- Member of the Public Employee Retirement System of Idaho.
- Paid Time Off accrual of 176 hours (22 days) per year, which increases with longevity at the City.
- Opportunity to accrue sick bank time.
- Thirteen paid holidays.
- Voluntary Flexible Spending Account