

CITY OF VINTON, IOWA
CLASSIFICATION SPECIFICATIONS

CLASS TITLE: PAYROLL CLERK

DEPARTMENT: CITY CLERK/TREASURER

GENERAL DESCRIPTION

Performs activities necessary to execute bi-monthly payroll including maintaining related employee records, computing wage and overtime payments, calculating, processing and recording payroll and benefits deductions. The Payroll Clerk will also perform a variety of accounting activities related to the City's health benefits and retirement programs.

This position will also be responsible for assistance with utility billing records, cash receipting and customer service. Provides back up to the Utility Billing Clerk as needed.

Essential Functions of the Position:

- Responsible for the processing of bi-monthly payrolls
- Develops and maintains payroll procedures and processes
- Resolve pay errors efficiently
- Files all applicable new hire documents, training reports, performance review, pay changes and other relevant documents in employee personnel files
- Responds to employee inquiries regarding pay calculations, company benefits and deductions, vacation/sick leave accruals, W-2 processing and other payroll questions.
- Submits payment to benefits providers and various taxing agencies.
- Processes reports, including but not limited to, pay statements, W-2s, Federal and State taxes, Workers' Compensation and IPERs.
- Receives the public and answers questions; responds to inquiries from employees, residents and others.
- Serves as cashier including receipting of utility payments and various other payments.
- Assists City Clerk, provides backup to related positions.

DESIRABLE KNOWLEDGE, SKILLS, ABILITIES

- Must be proficient in the use of Microsoft Excel, Word and Outlook
- Knowledge of accounting principles and practices.
- Ability to perform cashier duties accurately; ability to effectively meet and deal with the public; ability to communicate effectively verbally and in writing; ability to handle stressful situations.
- Knowledge of the operations of city government, city utilities; city geography and applicable utility ordinances desirable.
- Excellent time management skills and the ability to prioritize work
- Attention to detail and problem solving skills
- Excellent written and verbal communication skills
- Strong organizational skills with the ability to multi-task

QUALIFICATIONS

- Associates or Bachelor's degree in Accounting OR combination of schooling and work experience
- 3-5 years clerical and administrative experience desired.
- 3-5 years of bookkeeping experience desired.

Updated: January 2022