

POSITION DESCRIPTION

Accounts Payable & Payroll Clerk

Department:	Finance	Job Code:	106-001
Division:	Finance	Grade:	10
		Union:	IAM Union
Location:	City Hall	Date:	October 2020

GENERAL PURPOSE

This position is responsible for all Payroll related functions and also performs the duties of Accounts Payable Clerk, working with City employees and outside vendors to ensure that timely processing of invoices occurs. This position will operate the front counter as designated by the Finance Director, but generally 1-2 days per month.

SUPERVISION RECEIVED

Works under the general guidance and direction of the Finance Director

SUPERVISION EXERCISED

None generally. May supervise volunteers, school to work participants, temporary employees, or community service workers.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following duties give a general example of the work requirements of this position. These examples are not meant to include all possible duties which this employee may be expected to perform.

Accounts Payable Clerk

1. Process and pay bills weekly.
2. Sort, match-up, and file new invoices as they are received.
3. Follow-up with Department Heads or person responsible for an invoice, when no requisition has been received.
4. Maintain filing cabinet for current fiscal year's AP files, as well as, previous year's files. All others can be boxed and archived according to record retention law.
5. Purchase orders need to be made in Springbrook for all invoices that exceed the current spending threshold. POs must be signed by Finance Officer and City Manager before a check is cut.
6. Maintain Purchase Order numbers in an electronic database.
7. Maintain a separate filing system for all technology, electronics, and/or software purchased.
8. Send letters to vendors requesting them to complete W9s.

9. Process 1099s which are due by 1/31 each year and are electronically submitted to the State and IRS.

Front Counter Clerk

1. During backup counter days, this position is the first contact person and a positive, professional presence is required when interacting with the public and City officials.
2. Basic knowledge in utility billing, business regulations, planning, and permitting, is necessary in order to answer general public inquiries.
3. Process minor building, electrical and other permit applications over the counter.
4. Take payments and issue permit numbers to customers once approved by the Planning and Building Departments.
5. Responsible for answering telephones and taking complaints, routing to the appropriate department or person.
6. Balance cash drawer in the morning.
7. Receive water and sewer payments and post payments to computer.
8. Lookup citations and post fine payments to software systems.
10. Open and distribute mail to departments, if time allows.
11. Post checks received in the mail to the cash receipt system.
12. Schedule building reservations and collect applicable user fees for the Senior Center, Community Building, and Library.
13. Fill Postage Meter as it gets low.
14. Refill forms and applications that are available in the lobby.
15. Send flag notifications when notice is received from the State.

Payroll

1. Process and pay payroll two times a month. Check dates the 5th and 20th.
2. Pay payroll liabilities after doing payroll.
3. Deposit Federal and state payroll taxes at Umpqua Bank and do an EFT on the computer. Also submit other EFT's for other payroll deductions.
4. Balance and reconcile the PERS account after each payroll and then submit it electronically.
5. Monitor all vacation, comp and sick bank balances and give reports to management and police.
6. Calculate and balance all health insurance billings for payroll and make necessary adjustments. All changes have to be done on insurance company's computer programs.
7. Set up new employee files for payroll.
8. Set up new payroll deduction files and employee files each January for the next calendar year, and move prior years to necessary locations.

9. W-2's and 1095's are due by 1/31 each year.
10. Federal 941's and State OQ reports are due each quarter:
 - January – March, due 4/30
 - April – June, due 7/30
 - July – September, due 10/31
 - October – December, due 1/31
11. Prepare Workmen Compensation reports.

Other Duties

1. Other duties as assigned.

Backup Duties

1. May be asked to backup Court Clerk from time to time.
2. May be asked to backup Utility Billing Clerk from time to time.

Regular cross-training of these position duties is required under the direction of the Finance Director.

MINIMUM QUALIFICATIONS

1. Thorough knowledge of modern office and secretarial practices, procedures, and equipment including computers and most common software.
2. Understanding of administrative functions.
3. The ability to work well with committees and citizens and to coordinate work flow and special projects.
4. The ability to apply the knowledge listed above.
5. The ability to establish and maintain cooperative relationships with department heads, other employees, and citizens/customers.
6. The ability to prepare reports, as required.
7. Must be able to work a flexible schedule. (Days/hours of work may vary on occasion.)

EDUCATION, EXPERIENCE, AND TRAINING:

1. Graduation from high school or GED equivalent required.
2. Any combination of experience and training which demonstrates the knowledge and experience to perform the work.
3. Minimum one year's experience in customer service/public service, which can be documented.

SKILLS: Operation of tools listed; verbal and written communication skills; advanced computer skills including spreadsheets, website, and word processing software.

ABILITIES: Perform detailed work involving written and verbal communication; works independently; deals tactfully with staff and the general public; interprets financial and legal data; and adept at multi-tasking.

SPECIAL REQUIREMENTS:

1. Valid driver's license and evidence of insurability.
2. Drug Screen, finger printing, and background check required.
3. Must obtain Oregon Notary certification within six (6) months of hire.

TOOLS AND EQUIPMENT USED (includes, but is not limited to the following):

1. Office machines: computer, calculator, phone, fax machine, copy machine, etc.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

Manual dexterity and coordination are required for the majority of the daily work period which is spent sitting assisting clients and operating office equipment such as computers, keyboards, 10-key, telephones, and other standard office equipment. While performing the duties of this position, the employee is frequently required to stand, walk, reach, bend, kneel, stoop, twist, crouch, climb, balance, see, talk, hear, and manipulate objects. The position requires some mobility including the ability to move materials, 5 lbs. or less daily and 5-25 lbs. occasionally. This position requires both verbal and written communication abilities.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this position, the employee is primarily working indoors in an office environment. The employee is not exposed to hazardous conditions. The noise level in the work environment is usually moderate and lighting is adequate.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does

not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

ACKNOWLEDGEMENTS:

Acknowledged: _____ (Applicant/Incumbent)

Approval: _____ (Appointing Authority)

Effective Date: _____ Revised: October 6, 2020