

MANISTEE COUNTY ROAD COMMISSION JOB DESCRIPTION

TITLE: Payroll Clerk

POSITION SUMMARY:

Under the general direction of the Office Manager/Secretary to the Board and the Manager is responsible for all payroll duties and a variety of administrative and financial duties for the Road Commission.

EXAMPLES OF DUTIES:

Performs a variety of administrative duties such as typing, filing, photocopying, answering the telephone, using two way radio, recording incoming receipts, and greeting and assisting the general public and others with their service requests and inquiries.

Payroll duties and other administrative duties will be in accordance with the State of Michigan Uniform Accounting Procedures Manual for County Road Commissions.

Typical duties performed by the Payroll Clerk are as follows:

1. Responsible for computer posting of all payroll and equipment rental records from Daily Time Sheets (Daily Reports).
2. Review Daily Time Sheets from employees for completeness, accuracy, and errors and omissions in labor hours and equipment documented for routine maintenance activities and project related work.
3. Post Daily Time Sheets and balance to Excel worksheets.
4. Run Payroll, Reports and Checks on the computer.
5. Keeps accurate withholding forms and payroll deduction forms, and maintains current State and Federal withholding as well as miscellaneous deduction amounts.
6. Prepares necessary employee benefits records at the time of hire and is responsible for maintaining confidential personnel files and related employee records.
7. Prepare and pay the State and Federal Withholding Taxes.
8. Prepare and mail deduction checks for banks, credit unions, 457 retirement plans, union dues, etc., and maintain records of each.
9. Balance Saving Account Bank Statement to Distribution Report on paid taxes on a monthly basis.
10. Run cash/check payments through Accounts Receivable payment post daily.
11. Balance the Checking Account to the Bank Statement and Distribution Report on a monthly basis.
12. Run Month End Reports (MERS Pension Plan) and Quarterly and Year End Reports, including the W2's.
13. Maintain employee pay rates and deduction records in accordance with the Road Commission/Union Contract and Board Policies.
14. Balance daily fuel slips, post fuel usage, and balance at month end.
15. Post Sand and Salt for County and State during the winter months and fax the balanced report from the supervisors to the MDOT every two weeks.

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Payroll Clerk Continued:

16. Prepare and maintain lists of Overtime worked by employees.
17. Update monthly in employee maintenance, MCRC Health Insurance Premium share and Employee Paid Health Insurance share (when applicable) total for month, per pay.
18. Maintain accurate records for all employee Vacation Days, Personal Days, Short Term Leave Days, Comp Time, and Longevity lists.
19. Track Unemployment. Billed annually by the State if anyone files for unemployment.
20. Maintain all Short Term Disability reports with employees and the Insurance Company.
21. Maintain Employee Seniority Records and Lists.
22. Prepare AFLAC checks for Medical Reimbursements and/or Child Care Reimbursements and post AFLAC Payments and Deductions. Deposit the payments and balance the employee's accounts and balance the AFLAC checking account to the statement from the financial institution and Distribution Report monthly.
23. Assist with the preparation and processing of driveway permits, transportation move permits, and other miscellaneous permits.
24. At month end prepare Account Receivable billing statements with supporting reports and invoices for Townships, Villages and other miscellaneous charges to the public.
25. Prepare Account Receivable billing statements with supporting reports and invoices for Township Projects when complete.
26. Will receive training to perform some of the key Office Manager/Secretary to the Board job duties in order to perform some of the duties in their absence if needed.
27. May serve as the Secretary to the Board for Road Commission Board Meetings on occasions if the Office Manager/Secretary to the Board is absent and will be required to prepare the meeting minutes, and related meeting correspondence and other documents.
28. Attend occasional conferences, seminars, training sessions, and meetings.
29. Assist other office staff and other employees upon request.

The above duties are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not to be construed as an exhaustive list of all duties and responsibilities which might be assigned to personnel so classified.

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Payroll Clerk Continued:

ESSENTIAL JOB ELEMENTS AND PHYSICAL DEMANDS (ADA):

- Vision and Sight - Ability to read instructions, directions, and similar written information in letters, memoranda, forms and other documents.
- Hearing/Speaking - Ability to converse orally with standard telephones and radios to receive and communicate information to employees and the public.
- Agility/Movement - Ability to lift and/or move tools, equipment, supplies, and other objects up to 20 pounds and occasionally lift and/or move them up to 50 pounds, and reach shelves or file cabinets from floor level to 72 inches above the floor for general filing and review.

DESIRABLE QUALIFICATIONS:

Possess an Associates or Bachelor degree in Accounting/Finance/Business or have at least three (3) years of related office work experience comparable to the duties associated with this Payroll Clerk position. Experience with governmental fund accounting and road commission or public works experience is preferred.

Must be proficient with using Microsoft Word and Excel computer software and have the ability to perform data entry, query, and generate reports with a computer and the ability to operate a wide variety of office equipment including calculators, typewriters, computers, FAX machines, copy machines and word processing equipment.

Experience with governmental accounting software such as Cogitate or other accounting software is beneficial.

Must have the ability to prepare and maintain accurate records, correspondence, and reports.

Must have the ability to communicate tactfully and effectively on both written and verbal levels with the public, employees, road commissioners, and other officials.

SPECIAL REQUIREMENTS:

Must have and maintain a valid Michigan Drivers License.

Must be a Notary Public or have the ability to obtain the Notary Public designation within one hundred twenty (120) days of the start of employment.

NOTE:

The above job description has been developed based on the guidelines defined by the Americans with Disabilities Act (1990).

Date: May 28, 2020