

PAYROLL CLERK

The Town of Signal Mountain is accepting applications for the part time position of Payroll Clerk. Applicant will be responsible for processing payroll and other finance duties. Applications and information available at www.signalmountaintn.gov or Town Hall, 1111 Ridgeway Ave., Signal Mountain, and are accepted through March 29, 2013. EEOC employer and a drug-free workplace.

**Town of Signal Mountain
Position Description**

**Title: Payroll Clerk
Division/Department: Financial Administration**

Purpose:

Employee performs all functions required to complete the proper and timely execution of bi-weekly payroll, payroll reporting, and all functions required to maintain employee benefits. This position is under the supervision of the Finance Director

Essential Functions of the Job:

Essential functions are fundamental job duties. They do not include marginal tasks, which are also performed but are not incidental to the primary functions. The omissions of specific statements of duties do not exclude them from the position if the work is similar, related or a logical assignment to the position, nor does every position allocated to the job necessarily perform every duty listed.

Prepare payroll. Process timecards, work schedules, and balance payroll summary reports.

Prepare and maintain employee personnel files and process a variety of all personnel-related transactions.

Complete and prepare monthly payroll reports, i.e., pension, deferred compensation, life insurance and group insurance, and maintain liaison with respective agencies.

Prepare quarterly payroll returns and process all end-of-year reports such as W-2s

Prepare all health care and other insurance enrollment, changes, terminations, additions, etc.

Report all worker compensation claims and reports; handle worker compensation audit.

Prepare all retirement enrollment, changes, terminations, etc.

Prepare bank reconciliations and reports.

Perform duties of other clerks; other duties as assigned.

Required Knowledge and Abilities

Knowledge of the principles and application of modern municipal accounting, budgeting, finance, payroll and office procedures.

Knowledge of the town's data processing equipment and accounting software.

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Knowledge of laws, rules, regulations, town ordinances, and state and federal laws, especially those pertaining to personnel and payroll processing.

Ability to establish and maintain effective working relationship with the public, subordinates and other employees.

Ability to formulate administrative and special reports.

Equipment:

Computer, fax, copier scanner, check printing and other office equipment.

Educational Requirements:

Specialized training beyond high school normally gained in a program of less than 18 months' duration.

Experience Required:

More than one year.

Problem Solving Requirements:

Solve problems in situations where most problems have occurred before and their solutions are familiar.

Writing Skills Required:

Write standard documentation using established formats; document work performed, actions taken or results by writing one or two brief sentences.

Speaking/Presentation Skills Requirements:

Answer questions with a brief response or provide standard information to customers/citizens, visitors, callers, supervisors, or other employees.
Interview or discuss detailed information.

Job Related Communication:

Within the department – daily
With employees in other departments – weekly
With employees in other organizations – monthly
With the public – weekly

Planning & Scheduling:

Limited – some planning of own activities is required.

Difficulty of Work:

Work involves moderately complex, relatively standardized tasks, processes and operations following established laws and procedures.

Assignment of Work:

General direction in following established practices and clear-cut policies.

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Effects of Work Errors:

Errors may cause inaccuracies in reports, records, or technical data resulting in inaccurate or incomplete information.

Working Conditions:

On average 15% standing 15%, walking and 70% sitting. Approximately 0-20 lbs. may be required for lifting.

Lifting frequency – some

Bending – some

Pushing and/or pulling loads – none

Reaching over head – none

Kneeling – none

Crawling – none

Climbing ladders – none

Mental/Visual Effort:

Typing/CRT – frequent

Attention to detail – frequent

Monitoring equipment – some

Detailed inspection – frequent

Transcription/proofreading – some

Adverse Conditions:

Exposure to temperature extremes – none

Dangerous equipment – none

Chemicals – none

Noise – none

Physical effort/risk – none