



CURRENT EMPLOYMENT OPPORTUNITIES:

Job Title: PAYROLL/BENEFITS CLERK Job Code: 1102 Pay Grade: 15

Full-Time: Part-Time: Temporary: Seasonal: Other: _____

Department: HUMAN RESOURCES

Salary: \$33,219.62/Annual (Negotiable Based Upon Experience) Hourly Rate: \$15.97 Per Hour

Days/Times: 8:30 AM TO 5:00 PM - Monday thru Friday

Closing Date: OPEN UNTIL FILLED

Application Information:

Only applicants with payroll experience need apply. Preference will be given to those familiar with ADP Payroll.

Interested and qualified persons should complete an employment application by clicking on the application link, or at Carrollton City Hall, 315 Bradley Street, 2nd Floor, Carrollton, GA 30117, (770) 830-2000.

Department Contact Name: Kristi Wilson, Human Resource Department

Contact Number & Email: (770) 830-2000 / kwilson@carrollton-ga.gov

** Please note that successful candidates for employment must pass a background check and drug screening prior to employment. **

MINIMUM TRAINING AND QUALIFICATIONS:

Associate's degree, with significant coursework in Business Administration or Accounting; three (3) years of experience in payroll electronic processing, prefer knowledge of and experience in municipal government financial operations; good working knowledge of personnel laws including but not limited to Family Medical Leave, Workers Compensation and the Fair Labor Standards Act. And/or any equivalent combination of education, training and experience which provide the requisite knowledge, skills, and abilities for the position. Candidates should be proficient in Microsoft Excel, Microsoft Word, and the use of standard office equipment (e.g., telephones, copiers, scanners, facsimiles, calculators). Must be able to work independently, multi-task, be highly detailed oriented and organized with ability to meet deadlines.

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GENERAL STATEMENT OF JOB:

Under general supervision, performs payroll and other accounting duties for the Human Resource Department and the Finance Director's Office for the City of Carrollton. Maintains up-to-date files on City employees and coordinates employee benefits, as well as complying with Federal and State laws in employee and benefit reporting. Duties include processing new hire and terminations; preparing weekly and biweekly payrolls; prepares and reconciles various reports on a monthly, quarterly and annual basis; processes group insurance and other voluntary insurance, workers compensation claims, garnishments, and general payroll reporting requirements. Reports to the Human Resource Director.

ESSENTIAL JOB FUNCTIONS:

Processes new hires and terminations by completing W-4 forms, verifying Employee Eligibility forms, completing insurance enrollment and Employee Information cards and filling out Separation Notices on terminated employees.

Prepares weekly payroll to include computing time worked and salary paid, and entering data into the computer. Balances checks and distributes them to the appropriate departments.

Prepares monthly, quarterly and annual reports as necessary. Reports include monthly reports for accounts payable (savings, garnishments, F.O.P, IAFF-JMEBS, insurance, etc.); quarterly unemployment reports; annual employee year to date totals to ensure accurate W-2 forms.

Verifies, audits, edits and prepares weekly and bi-weekly payroll submission to payroll company, processes and maintains payroll records; identifies and works with appropriate department and/or supervisor to resolve discrepancies in time submission; reviews and reconciles payroll reports to ensure accuracy and completeness of payroll and deductions; enters employee transaction information in the payroll system as necessary;

Maintains payroll and related records, records the accumulation and use of vacations, holidays, sick days, and miscellaneous leaves of absence.

Maintains employee files, data, assists with group insurance administration including employee complaints/concerns regarding insurance claims, disability, retirement, FMLA, worker's compensation and other types of leave. Maintains accurate records of employee payroll private insurance deductions. Maintains a strong partnership and communications with the Human Resources Department.

Maintains employee confidence and protects payroll operations by keeping information confidential. Maintains sensitive upper management activities and documents confidential in regard to employee disciplinary actions and issues, as well as any recruiting process.

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Calculate deductions for all group insurance premiums and communicates to employees and Human Resource Department staff. May prepare premium reports and communicate with insurance carriers and other program vendors.

Processes new hires, assist employees in insurance enrollments, verifies employment eligibility, processes separation and termination documents, status changes, tax changes, deductions, retroactive pay adjustments, child support orders, levies, liens and/any all wage garnishments.

Prepares Workers Compensation claim reports and corresponds with Workers Compensation regarding the same. Coordinates doctor visits for claimants if necessary.

Perform various accounting functions related to employee payroll data ensuring timely and accurate recording. This includes month-end payroll-related journal entries and payroll-related reconciliations including benefit elections and corresponding invoices; month-end, quarter-end and annual close functions including reconciliations, review quarterly and annual tax filings, issuance of W-2's annually and takes appropriate actions to resolve discrepancies.

Assists in various payroll-related audits as well as annual financial statement audits.

Performs salary and benefit surveys as requested by Federal, State and other agencies.

Assists Accounts Payable as needed in data entry and creating and mailing payables.

Answers telephone and provides customer assistance in the City Manager's Office as needed;

ADDITIONAL JOB FUNCTIONS:

Performs other related duties as required.

(ADA) MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

PHYSICAL REQUIREMENTS: Must be physically able to operate a variety of office equipment, such as a computer, printer, typewriter, calculator, copier, postage meter, cash register, telephone, etc. Must be able to use body members to work, move or carry objects or materials. Must be able to exert up to twenty pounds of force occasionally, and/or up to ten pounds of force frequently. Physical demand requirements are at levels of those for sedentary work. Must be able to lift and/or carry weight of twenty to forty pounds.

DATA CONCEPTION: Requires the ability to compare and or judge the readily observable functional, technical, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

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INTERPERSONAL COMMUNICATION: Requires the ability of speaking and/or signaling people to convey or exchange financial information. Includes giving assignments and/or directions to co-workers.

LANGUAGE ABILITY: Requires ability to read a variety of informational documentation, directions, instructions, and methods and procedures. Requires the ability to write reports with proper format, punctuation, spelling and grammar, using all parts of speech. Requires the ability to speak with and before others with poise, voice control and confidence using correct English and a well-modulated voice.

INTELLIGENCE: Requires the ability to learn and understand basic principles and techniques; to make independent judgments in absence of supervision; to acquire knowledge of topics related to the position of Payroll Clerk.

VERBAL APTITUDE: Requires the ability to record and deliver information to supervisors and elected officials; to explain procedures and policies; and to follow verbal and written instructions, guidelines and objectives.

NUMERICAL APTITUDE: Requires the ability to utilize mathematical formulas; add and subtract totals; multiply and divide; determine percentages; determine time and weight.

FORM/SPATIAL APTITUDE: Requires the ability to inspect items for proper length, width, and shape, visually with office equipment and recording devices.

MOTOR COORDINATION: Requires the ability to coordinate hands and eyes in using automated office equipment.

MANUAL DEXTERITY: Requires the ability to handle a variety of items, office equipment, control knobs, switches, etc. Must have the ability to use one hand for twisting or turning motion while coordinating other hand with different activities. Must have minimal levels of eye/hand/foot coordination.

COLOR DISCRIMINATION: May require the ability to differentiate colors and shades of color.

INTERPERSONAL TEMPERAMENT: Requires the ability to deal with people (i.e. staff, supervisors, general public, and elected officials) beyond giving and receiving instructions such as in interpreting departmental policies and procedures. Must be adaptable to performing under minimal stress when confronted with an emergency.

PHYSICAL COMMUNICATION: Requires the ability to talk and/or hear: (talking - expressing or exchanging ideas by means of spoken words). (Hearing - perceiving nature of sounds by ear).

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PERFORMANCE INDICATORS

Knowledge of Job: This is a detail oriented position requiring a high degree of accuracy and the ability to perform complex payroll computations in compliance with current laws, contracts and policies. Confidentiality, discretion and the highest level of integrity is required. Attention to detail and accuracy are critical attributes due to the significant impact of errors. Has considerable knowledge of the policies, procedures and activities of the City and accounting and bookkeeping practices as they pertain to the performance of duties relating to the position of Payroll Clerk. Has considerable knowledge of bookkeeping procedures and payroll practices as necessary in the completion of daily responsibilities. Knows how to keep abreast of any changes in policy, methods, computer operations, equipment needs, etc. as they pertain to departmental operations and activities. Is able to effectively communicate and interact with supervisors, and all other groups involved in the activities of the department. Is able to assemble information and make written reports and documents in a concise, clear and effective manner. Is able to use independent judgement as situations warrant. Has the ability to comprehend, interpret, and apply laws, regulations, procedures, and related information. Has comprehensive knowledge of the terminology, principles, and methods utilized within the department. Has the mathematical ability to handle required calculations using percentages and decimals. Is knowledgeable and proficient with computers.

Quality of Work: Maintains high standards of accuracy in exercising duties and responsibilities. Exercises immediate remedial action to correct any quality deficiencies that occur in areas of responsibility. Maintains high quality communication and interacts with all departments and divisions, co-workers and the general public.

Quantity of Work: Performs described "Essential Functions" and related assignments efficiently and effectively in order to produce quantity of work which consistently meets standards and expectations of the organization.

Dependability: Assumes responsibility for doing assigned work and for meeting deadlines. Completes assigned work on or before deadlines in accordance with directives, policy, standards and prescribed procedures. Remains accountable to assigned responsibilities in the technical, human and conceptual areas.

Attendance: Attends and remains at work regularly and adheres to policies and procedures regarding absences and tardiness. Provides adequate notice to supervisors with respect to vacation time and time-off requests.

Initiative and Enthusiasm: Maintains an enthusiastic, self-reliant and self-starting approach to meet job responsibilities and accountabilities. Strives to anticipate work to be done and initiates

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proper and acceptable direction for the completion of work with a minimum of supervision and instruction.

Judgment: Exercises analytical judgment in areas of responsibility. Identifies problems or situations as they occur and specifies decision objectives. Identifies or assists in identifying alternative solutions to problems or situations. Implements decisions in accordance with prescribed and effective policies and procedures and with a minimum of errors. Seeks expert or experienced advice where appropriate and researches problems, situations and alternatives before exercising judgment.

Cooperation: Accepts supervisory instruction and direction and strives to meet the goals and objectives of same. Questions such instruction and direction when clarification of results or consequences are justified, i.e., poor communications, variance with City and/or department policies or procedures, etc. Offers suggestions and recommendations to encourage and improve cooperation between staff persons and departments within the City.

Relationships with Others: Shares knowledge with managers, supervisors and staff for mutual and departmental benefit. Contributes to maintaining high morale among all department employees. Develops and maintains cooperative and courteous relationships with department staff, employees and managers in other departments, representatives from organizations, and the public so as to maintain good will toward the department and to project a good department image. Tactfully and effectively handles requests, suggestions and complaints from other departments and persons in order to maintain good will within the department. Emphasizes the importance of maintaining a positive image within the department. Interacts effectively with the City Clerk, department heads, staff, elected officials, and the general public.

Coordination of Work: Plans and organizes daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology. Avoids duplication of effort. Estimates expected time of completion of work assignments and establishes a personal schedule accordingly. Attends required meetings, planning sessions and discussions on time. Implements work activity in accordance with priorities and estimated schedules.

Safety and Housekeeping: Adheres to all safety and housekeeping standards established by the department and various regulatory agencies. Sees that the standards are not violated. Maintains a clean and orderly workplace.