

JOB DESCRIPTION

City of Devils Lake

Job Title: Accounts Payable & Payroll Clerk

Department: Auditing

Reports to: City Auditor

FLSA status: Non-exempt

Date: 10-25-19

SCOPE OF THE POSITION

Performs all tasks required to maintain and pay vendors. Performs all tasks related to payroll. Performs a wide variety of other work for the city office daily.

ESSENTIAL DUTIES

1. Accounts payable
 - Research and resolve invoice discrepancies
 - Track and verify credit card expenditures
 - Verify and input invoices
 - Prepare vouchers
 - Prepare list of bills for Commission meetings
 - Process checks
 - Maintain vendor files
 - Prepare 1099 forms
2. Payroll
 - Calculate, post and issue payments for employees' payroll
 - Calculate, post and issue payments for payroll benefits
 - Calculate, post and issue payments for payroll tax liabilities
 - Calculate, post and issue payments for other payroll deductions
 - Complete employment verifications
 - Ensure employee salary changes are made
 - Maintain running balance of accrued comp time, sick leave and vacation
 - Prepare and maintain payroll records
 - Prepare monthly, quarterly and annual State and Federal reports
 - Prepare W-2s
 - Process time sheets and leave requests
 - Process yearend reports
 - Provide employment and benefit information to new employees and ensure all required documents are completed
 - Update tax tables
 - Verify unemployment claims
3. Other account functions
 - Provide information requested from department supervisors
 - Reconcile bank accounts
4. General office administration
 - Assist with municipal court including assisting clientele and receipting payments

- Backup for utility clerk including answering phones, assisting customers, receipting payments, preparing deposit, etc.
- Maintain and order all supplies in relation to the city office building
- Maintain good communication lines with other departments to receive and relay problems, questions, concerns, or appointments
- Maintain motor vehicle license for all city vehicles per department
- Process liquor licenses, taxicab permits and pawn broker permits
- Process parking tickets
- Responsible for maintenance and service agreements of all office equipment
- Responsible for maintaining and updating website
- Update office forms

5. Other Essential Duties

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge The incumbent must have proficient knowledge in the following areas:

- Knowledge of creating and understanding formulas in spreadsheets
- Knowledge of relevant accounting software and computer applications
- Operating knowledge of office equipment
- Working knowledge of accounting procedures

Skills The incumbent must demonstrate the following skills:

- Ability to keep information confidential
- Attention to detail and accuracy
- Basic mathematical skills
- Computer and modern office technology skills
- Public relations and public speaking skills
- Reading, analyzing and interpreting general business periodicals, professional journals, technical procedures and governmental regulations
- Reasoning skills
- Time management skills
- Well-developed communication skills - verbal, written and listening

Personal attributes The incumbent must also demonstrate the following personal attributes:

- Be consistent and fair
- Be flexible
- Be respectful
- Demonstrate sound work ethics
- Establish successful working relationships
- Excellent command of the English language, both oral and written
- Excellent interpersonal skills – maintain composure and temper
- Maintain standards of conduct
- Possess cultural awareness and sensitivity

QUALIFICATIONS

- Two-year degree in accounting, bookkeeping or related field and two years' experience in a position equivalent to accounts payable and payroll clerk; or equivalent combination of education and experience
- Must be bondable and insurable
- Must possess a valid North Dakota driver's license or ability to obtain one within 30 days

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 accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to:

- Endure extended periods of keyboarding, standing, walking, sitting, and talking or hearing. Duties require occasional periods of climbing (ladders) or balancing, pulling/pushing items, lifting/carrying items, reaching with hands and arms, stooping, kneeling, crouching, or crawling. Weights up to 25 pounds are encountered. Vision requirements include close vision and ability to adjust focus. Must be able to do math at the algebraic level. Reading materials and verbal instructions require complex interpretation.

WORK ENVIRONMENT

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

- Duties are performed mainly indoors in office environment. Occasionally, the employee may be exposed to outside weather. Hazards are considered minor and controllable, but may include exposure to human error and angry/hostile humans. The noise level is usually moderate. Must be able to transport oneself to work-related meetings, workshops, conferences, etc.

This job description is not intended to be a complete list of duties, skills, responsibilities, or working conditions associated with the job. It is intended to be a reasonable outline of those principle job elements essential in meeting the performance standards of this position.