

Job Title: Payroll Clerk
FLSA Status: Non-Exempt
Job Status: Fulltime/Medium Duty – working under the direction of the City Clerk, Tr. pursuant to Chapter 2.04 of the Decorah City Code and Chapter 372.13(3) of the Code of Iowa

Essential Duties Required:

- Prepares, prints and distributes payroll; maintains appropriate payroll benefit and deduction records; compiles and prepares payroll reports; remits payment of federal and state payroll taxes as well as payments of all miscellaneous payroll deductions.
- Maintains electronic and manual records regarding employee information, tax withholding, garnishments, benefits and voluntary deductions. Prepares, balances and submits all monthly, quarterly and annual payroll tax reports. Prepares and distributes W-2 forms
- Duties require working with confidential data and information
- Process new employees regarding payroll and benefits
- Provide information to City Clerk, Tr. on issues pertaining to employee payroll and payroll processes.
- Assists City Clerk, Tr. with data entry for budget preparation
- Regular and on-time attendance is essential for this position.
- Assist City Clerk, Tr. with all ACA reporting requirements.
- Scanning and processing of all permanent and temporary files to the records management system for electronic storage per retention schedules outlined in the Iowa Municipal Records Manual

Additional Duties Required:

- Assist other City departments as directed
- Assist other department staff as needed with financial duties
- Assist with reception duties as needed
- All general office duties as needed
- Update and maintenance of City Website

Skills, knowledge and Abilities Required:

- Ability to perform mathematical calculations involving fractions, decimals and percentages
- Ability to compose original correspondence
- Knowledge of modern office procedures and practices
- Ability to operate computer hardware and software in an efficient and effective manner
- Ability to establish and maintain effective relationship with other administrators, employees, civic and special interest groups, general public and handle a wide array of social situations.
- Ability to comprehend and implement departmental policies and routines
- Ability to work independently with minimal supervision
- Ability to organize and prioritize schedules and expedite assignments in a timely fashion
- Ability to perform all job duties safely and in accordance with applicable rules, guidelines, policies and training.
- Ability to use all general office equipment including: Computer hardware/software, computer network, general office equipment, typewriter, ten-key calculator, telephone, fax machine, and photocopier and Microsoft Office products.
- Ability to recognize confidential data and respect the nature of such records

Qualifications:

- Associates degree in accounting
- Background in payroll administration desirable
- Must possess valid drivers' license having an acceptable driving record as mandated by the Vehicle Use Policy

Work Environment:

- Medium work requiring the exertion of up to 50 pounds of force occasionally and up to 20 pounds of force frequently.
- The Administrative Office is located in a handicapped accessible building being on one level. Work requires employee to move about a lot in the performance of his/her duties. Position may require sitting for long periods of time and may expose the employee to visual strain, unpleasant social situations, significant work pace pressure and at times irregular work hours. Established office hours 8 am to 5 pm
- Physical activities required – sitting, walking, reaching, fingering, talking, hearing, listening and repetitive motions.
- Position may require occasional travel, work outside the office and participation in meetings and training sessions as a representative of the City of Decorah.

The City of Decorah is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act the City will provide reasonable accommodations to qualified individuals and encourages prospective employees and incumbents to discuss potential accommodations with the employer.

Position is subject to pre-employment drug testing, physical exam and motor vehicle record review

Note: This job description includes the primary job duties and requirements for this position. However, it is not intended to provide an exact description of all job duties and requirements. The City reserves the right to change this job description at any time.

The City places a high premium on its' image and, as such, expects all employees to consistently behave in a manner which reflects positively upon the City of Decorah

This is a newly created position. The job description is a work in progress. It will change as the position develops and grows