

CHEBOYGAN COUNTY ROAD COMMISSION

JOB DESCRIPTION

TITLE: Payroll Clerk

GENERAL SUMMARY:

Under the supervision of the Clerk and Engineer/Manager who may assign additional duties as necessary. Employee is responsible for the handling of citizen requests, answering phone, performs a variety of responsible clerical, bookkeeping, accounts payable and administrative work in administering all payroll duties of the Road Commission. The person in this position is to perform work and conduct operations so as to leave the public with a favorable impression of the Road Commission.

ESSENTIAL FUNCTIONS:

- Compile payroll data from electronic time sheets and other records, enter data into computer files and process the bi-weekly payroll, including preparation of the payroll checks.
- Post inventory items for road materials.
- Review wages computed and correct errors to ensure accuracy of payroll.
- Maintain employee master personnel files.
- Record changes affecting net wages, such as exemptions and various payroll deductions for each employee to update the master payroll records.
- Maintain and balance petty cash.
- Maintain payroll related employee records, such as seniority, sick, comp, personal and/or vacation leave.
- Index Board meeting minutes.
- Do monthly MERS retirement report, quarterly tax reports.
- Administer employee benefit programs, such as health insurance, life insurance, supplemental cancer/intensive care insurance, etc.
- Prepare various pre-employment documents for new employees.
- Prepare and reconcile various reports, such as but not limited to, W-2, social security, federal withholdings, unemployment and retirement reports.
- Prepare monthly state maintenance billings
- Prepare and reconcile monthly bank statements.
- Maintain employee accident files, OSHA reports and records for workers comp claims.
- Answer telephone and radio transmissions, greet visitors and effectively deal with public requests and questions; respond in a polite and professional manner and forward all messages to the appropriate party.
- Input accounts payables including accounts payable payments for sending and prepare Vouchers to County Treasurer.

- Record insurance claims made by the public and forward to insurance earner for processing.
- Receive monies (i.e. permit fees, salvage sales and accounts receivables) and write CCRC receipt.
- Provide clerical, secretarial and administrative assistance to other staff as required.
- Update Road Commission Facebook and website updates as needed.

The duties herein 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.

ESSENTIAL JOB ELEMENTS AND PHYSICAL DEMANDS (ADA):

The ability to perform medium manual tasks for periods of time and the ability to communicate effectively, verbally and in writing are required. All employees in this position will be required to work independently (unassisted) to do any or all of the duties described. 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. Candidates whose abilities make them unable to meet these requirements will still be considered fully qualified if they can perform essential functions of the job with reasonable accommodation.

- Physical Mobility - Ability to walk extended distances and climb stairs or ramps to access Commission and other work-related locations and facilities.
- 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 efficiently and courteously.
- Agility/Movement- Ability to lift, push, pull, and manipulate equipment, supplies, and other objects often weighing upwards to 50 pounds.

DESIREABLE QUALIFICATIONS:

College graduation with Associate of Arts Degree in Accounting, Secretarial Science or related field, four years responsible office administration experience, preferably with emphasis on payroll and accounting assignments. Experience with Windows computer knowledge including word processing and spreadsheet software, web design or updates and Facebook highly desirable. Ability to deal with employees and the public in person and in writing, tactfully and courteously. Ability to operate a wide variety of office equipment, including calculators, FAX machines, copy machines, computers and printers. Ability to multi-task.

EMPLOYMENT STATUS:

This position is not covered by a union contract. It is the policy of the Road Commission that all employees in this job classification are employed at the will of the Commission and may resign or be dismissed without cause or notice at any time during employment.

The job description does not constitute an employment agreement or contract between the employer and the employee. The employer has the right to revise this job description at any time.