

## **Finance PT Payroll Clerk**

GRADE 9

**General Summary:** The work of this class involves clerical and data entry duties related to payroll. This position involves clerical/technical/financial work in assisting with the operation of the Finance Department. Work is under the supervision of the Financial Services Director. Regular and predictable attendance at work is required. Duties require working knowledge of, or the ability to be trained on, accounting software.

### **Principal Duties and Responsibilities:**

- Compiles and enters payroll data and reconciles errors to maintain payroll records. Enters hours worked and deductions into computer. Reviews data entered and corrects errors to ensure accuracy of payroll. Records changes affecting net wages, such as exemptions and insurance coverage, for each employee to update master payroll records.
- Process monthly, quarterly, and annual reports for State and Federal government, i.e. 941, 1099, W-2.
- Records activity of City investments in Excel spreadsheets.
- Assistant Finance Department personnel with water shut-offs from delinquent accounts.
- Regular traffic signal reports.
- Conduct other financial surveys and reports as needed.
- Maintains files and records
- Performs other duties as assigned

**Scheduling:** This is an hourly, part-time non-IMRF position. The normal working schedule will be Tuesday, Wednesday, and Thursday. Limited to 19 hours per week.

**Environmental Factors:** The position involves exposure to and requires the employee to function in the presence of:

- Weather conditions: all and in some cases, extreme weather conditions
- Lighting conditions: Daylight, artificial light, indoors and outdoors.

### **Equipment:**

- Basic office equipment: including but not limited to computers, telephones, calculators, printers, copy machines, etc.
- Computer programs, including: Microsoft Excel, word processing, spreadsheets, and financial software.

**Worker Characteristics:** The position requires the employee to have and maintain:

Physical condition needed to:

- Lift and carry equipment and materials
- Walk, stand or sit for long periods of time
- Communicate effectively, verbally and non-verbally
- Operate required equipment
- Climb stairs, kneel, squat and bend

Effective audio-visual discrimination and perception needed to:

- Make observations
- Read and write
- Drive safely
- Communicate with public to answer questions

Ability needed to:

- Understand and respond accurately to written and oral directions, instructions, inquiries and requests
- Work independently and effectively within the confines of standard operating procedures
- Express oneself clearly and concisely, orally and in writing
- Record information clearly and completely
- Maintain confidentiality in the performance of duties
- Understand and operate computer programs such as Microsoft Excel

Emotional and psychological stability needed to:

- Accept constructive criticism in a mature fashion
- Effectively communicate and interact positively with fellow employees, citizens, and various organizations and groups
- Tolerate moderate stress, including upset residents

**Acceptable Experience and Training:** High school diploma (or equivalent GED). Previous computer experience is required, especially Excel. Knowledge of bookkeeping and accounting principles is necessary. Experience with accounting and payroll is required. Must possess a valid Illinois driver's license.