

# CARBON COUNTY MONTANA

## JOB DESCRIPTION FORM

*The County is an equal opportunity employer. The County shall, upon request, provide reasonable accommodations to otherwise qualified individuals with disabilities.*

*This job description is intended to reflect core areas of responsibility and an incumbent employees' knowledge and skill set needed to complete those functions. This document is not intended to catalog each individual duty; employees are routinely called upon to address emerging employer requirements in alignment with individual work units and assignments of jobs. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer change.*

<b>Job Title:</b>	Payroll/Accounts Payable Clerk	<b>FLSA Status:</b>	<input checked="" type="checkbox"/> Non-Exempt	<input type="checkbox"/> Exempt
<b>Department:</b>	Clerk and Recorder	<b>Reports to:</b>	Clerk and Recorder	
<b>Hours Week:</b>	40, Full-Time	<b>Non-Union:</b>	Yes.	

**Work Unit Overview:** The Clerk and Recorder's office preserves the records of the County. This includes maintaining salary and payroll information and ensuring County employees are paid accurately according to established procedures and the law. This also includes providing accurate and timely financial support services to public officials, departments, and the public in order to ensure efficient and effective use of county resources.

**Job Summary:** The Payroll/Accounts Payable Clerk is responsible for processing and computing employee time and payroll information, maintaining employee records related to pay and benefits, and assisting in managing the employee benefits program ensuring County employees are paid accurately according to established procedures and the law. Duties include processing the required withholding reports monthly, quarterly, and annually. The Payroll/Accounting Clerk is also responsible for performing a variety of clerical accounting duties to include accounts payable, invoicing, coding and processing transactions, and related customer service in accordance with county policies and legal requirements. This position works closely with the Administrative Officer.

**Essential Payroll Functions (Major Duties or Responsibilities):** *These duties are the essential functions and are not all-inclusive of all duties that the incumbent performs. Estimate of the percentage of time spent in payroll: 40%.*

- Review and complete all payroll functions according to department policies and applicable regulations to ensure County staff is paid in an accurate and timely manner.
- Enter all pertinent new and changing employee information into the payroll and benefit systems.
- Review submitted time sheets, wage computation, and other information to detect and reconcile payroll discrepancies to ensure County employees are paid in accordance with the law.
- Process and issue paychecks and statement of earnings and deductions to County employees according to established procedures. This includes verifying coding and signatures on checks; preparing, sorting and mailing printed checks; setting up direct deposit systems; and other duties associated with payroll processing.
- Distribute payroll deductions (e.g., retirement, health insurance, dues, etc.) according to department policies and in compliance with local, state, and Federal statutes. Maintain records of payroll deduction items and assist the Administrative Officer to balance the payroll account.
- Maintain employee attendance records by inputting individual sick leave, personal leave, and emergency leave into the system data base used to manage employee information. Verify and adjust employee records as necessary in order that employees know the type and amount of leave time they have available. Work with the Administrative Officer on various projects related to pay and benefits.
- Process monthly, quarterly, and annual reports for State and Federal government (such as 941). Prepare various reports on tax and other distributions.

**Essential Accounts Payable Functions (Major Duties or Responsibilities):** *These duties are the essential functions and are not all-inclusive of all duties that the incumbent performs. Estimate of the percentage of time spent in payroll: 40%.*

- Review and process claims submitted to the County for payment according to established procedures and laws. Ensure appropriate information and back up are included, assist department heads by providing the information they need to review and approve claims, and ensure that all paid claims are filed appropriately in order that they be easily retrieved for audits.

- Maintain and update vendor files to ensure all accounts payable activities are performed promptly according to department procedures. Process 1099s, mail to vendors, and file with state and federal revenue agencies as required by law at the close of each calendar year.
- Classify, record, and summarize numerical and financial data to compile and keep financial records using code accounting transactions according to government and county procedures.
- Process, issue checks, and mail to vendors. If checks are lost or destroyed, reissue checks with Bond for Lost Warrants according to requirements.
- Update and manage vendor W9s, Work Comp or Work Comp exemptions, and liability insurance according to county procedure. Calculate, withhold, and process Contractor Gross Receipts on Local Government Contracts when required.
- Perform administrative work such as answering phones, distributing departmental mail, and providing assistance to the public as needed to assist County staff and customers.

**Non-Essential Functions:** *Estimate of the percentage of time spent in other duties: 20%.*

- Perform a variety of clerical and administrative functions in support of County staff.
- Perform other duties as assigned including but not limited to providing backup for other staff, participating in training, etc.

**Physical Requirements to Perform the Essential Functions:**

- Frequently: Repetitive motion including repeating movements of the arms, hands, and wrists.
- Frequently: Talking, express and exchange ideas verbally.
- Frequently: Hearing, perceive sound by ear.
- Continually: Seeing, obtain impressions through the eyes.
- Activity Level: Light, occasionally lifting, carrying, pushing or pulling 20-50 pounds and/or frequently lifting, carrying, pushing or pulling 10-20 pounds and/or continuous lifting, carrying, pushing or pulling up to 10 pounds. Occasional to frequent walking or standing.
- The noise level is usually moderate

**Knowledge, Skills, and Abilities:** This job requires knowledge of federal and state wage and hour laws, and related regulations; payroll, accounting and bookkeeping practices and principles; administrative and clerical procedures; business computer applications such as word processing, spreadsheets and databases; records management and retention; form design; and office procedures and terminology. This job also requires knowledge of accounting and bookkeeping methods and techniques; accounting software; accounts payable; the organization and operation of County government; and office practices and procedures.

The job requires skill in mathematics, active listening, reading comprehension, monitoring, critical thinking, time management, and attention to detail.

This job requires the ability to operate general office equipment including computers and software applications; the ability to calculate figures; to compute rates, ratios, and percentages; to read and comprehend instructions, correspondence, and memos; and to solve problems involved in working with payroll, insurances, budgets, and computer systems; to read, write and interpret documents such as spread and balance sheets, invoices, routine reports and correspondence; and to maintain confidentiality of wage and salary information and to respect the confidentiality of information related to accounting duties.

**Education and Experience:**

The job requires an Associate's degree in accounting or a related field, with course work in business, math, accounting, bookkeeping and record keeping and one-year payroll and accounts payable experience. Equivalencies include education and experience equivalent to a high school diploma or GED and (3) three years related experience.