

POSITION DESCRIPTION

CITY OF HIGHLAND HEIGHTS

An Equal Opportunity Employer

JOB TITLE: ACCOUNT CLERK A/Payroll

DEPARTMENT: FINANCE

PAY GRADE HOURLY/NON-EXEMPT- \$58,936 - \$64,500

IMMEDIATE SUPERVISOR: FINANCE DIRECTOR

JOB SUMMARY: The Account Clerk A/Payroll- is responsible for compiling bi-weekly payroll data and processing payroll in a timely and accurate manner. The position is also responsible for maintaining all employee records and personnel files, researching and responding to employee related issues, benefits management, workers compensation and leave records. This position requires a high degree of focus and attention to detail.

QUALIFICATIONS:

- High School Diploma
- Secondary degree in Accounting or Financial field of study preferred
- Previous payroll processing and proficiency with Microsoft office products (excel, word, outlook) required, QuickBooks software- SSI/VIP knowledge a bonus

KEY ESSENTIAL FUNCTIONS:

Payroll processing

- Calculate and audit timesheets against accruals for sick, comp, holiday and vacation time.
- Input payroll information into computer system
- Transmit direct deposits
- Print payroll checks
- Process and pay payroll taxes for federal, state and city agencies
- Process and pay payroll deductions
- Print and audit salary and tax reports after each payroll

Payroll records

- Process monthly reports and month end close for Federal and state reporting
- Process quarterly reports and quarter closing for Federal, State, Unemployment and Labor and Vital Statistics
- Process year end reports and close year

- Process W2's and ACA reporting
- Process monthly pension records

Personal File Maintenance

- Process and maintain personnel file documents and records
- Update employee records including title and/or salary changes, deduction changes, tax withholding changes, address changes etc.
- Process and monitor garnishment orders

Benefits management:

- Primary contact for OPERS and OP&F to maintain all pension records
- Process COBRA related issues
- Serve as primary contact with Health Insurance Agencies
- Maintain records and process all changes for employee Health Care and Dental Insurance
- Monitor all Workers Compensation records and assist employees with paperwork and claims
- File all injury reports and documents with the Bureau of Workers Compensation
- Prepare annual report for the BWC

ADDITIONAL RESPONSIBILITIES:

- Assist Finance Director when requested with any additional payroll issues/projects as necessary
- Any other Finance Department duties as necessary

BENEFITS:

- Health Insurance
- Dental Insurance
- Life Insurance
- Vision Insurance
- Pension
- Retirement

Please send resume and cover letter to Micki Fioritto at mfioritto@highlandhts.com