# JOB DESCRIPTION

## JOB INFORMATION

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Payroll Manager</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department:</td>
<td>Finance Department</td>
</tr>
<tr>
<td>Reports to Position:</td>
<td>Finance Director</td>
</tr>
<tr>
<td>Location:</td>
<td>City Hall</td>
</tr>
<tr>
<td>Effect. Date:</td>
<td>02/04/2019</td>
</tr>
<tr>
<td>Civil Service:</td>
<td>No</td>
</tr>
<tr>
<td>Bargaining Unit:</td>
<td>Non-Bargaining</td>
</tr>
<tr>
<td>Pay Grade:</td>
<td>NB Pay Scale</td>
</tr>
<tr>
<td>Overtime Status:</td>
<td>Salary</td>
</tr>
<tr>
<td>FLSA Status:</td>
<td>Exempt</td>
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</tbody>
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## JOB SUMMARY

Provide a brief description as to the primary purpose of this job (no more than three to five sentences):

The Payroll Manager is responsible for all aspects of payroll, including preparation of filing of payroll reports and records, filing reports to appropriate agencies and providing information to employees. The Human Resources Coordinator assists the Finance Director in meeting his/her responsibilities. All duties are performed in accordance with applicable laws, resolutions and city policies.

## ESSENTIAL JOB DUTIES/WORK PERFORMED

List essential job functions that comprise the job; describe in terms of actions (verbs) and desired outcomes in order of most important first:

- Performs all aspects of payroll and benefits administration; prepares and files reports to appropriate agencies, signs up new employees for payroll and benefits; meets with and answers payroll and benefits relates questions of employees.
- Assists the Finance Director/Treasurer in the preparation of audit, budget and other financial documents and reports.
- Performs the work and duties of a Financial Clerk, including assisting Finance Department personnel as appropriate.
- Assist the Finance Director/Treasurer in the performance of his/her duties as needed; in the absence of the Finance Director/Treasurer, performs his/her duties.
- Performs related work as required.

## REQUIRED KNOWLEDGE AND SKILLS

List key dimensions (measurements for success) for this position:

- Extensive knowledge of the laws and policies pertaining to municipal record-keeping practices and procedures.
- Knowledge of payroll and benefits administration, record-keeping, laws/regulations and procedures.
- Knowledge of modern office methods and practices.
- Ability to plan, direct, coordinate and control the activities of other clerical personnel.
- Ability to establish and maintain effective working relationships with fellow employees and the general public.
- Ability to be accurate, thorough and punctual while maintaining records and preparing reports.
- Knowledge of generally accepted accounting practices.
- Knowledge of data processing principles and practices.
- Ability to supervise and train employees.
- Ability to express ideas clearly and concisely in both oral and written form.

## ESSENTIAL FUNCTIONS & PHYSICAL ABILITIES

List key relationships (to whom and the nature of the relationship) and leadership received and from whom associated with this position:

- Ability to read, speak, write and understand English to effectively communicate with citizens, City Council and employees by telephone, in written form or face to face.
- Ability to operate a computer keyboard, calculator, telephone and similar office machines.
- Ability to sit for long periods of time.
- Ability to perform mathematics necessary for accounting and bookkeeping.
- Must not pose a direct threat to the health or safety of other individuals in the work place or citizens encountered during work.

**QUALIFICATIONS**

*List the minimum requirements to be considered for this position:*

- High school diploma. Bachelor's degree in the field of business administration, accounting, finance, auditing or similar field preferred.
- Three years experience as Financial Clerk or payroll administration equivalent position.
- Ability to operate data processing equipment.
- Must be able to obtain Surety Bond coverage.
- Must have valid Iowa driver’s license.

**WORKING CONDITIONS**

*List working conditions for this position:*

- Works in an office environment
- Works a standard work week
- May be required to work some overtime upon demand of workload

**REQUIRED BACKGROUND CHECKS**

*List working conditions for this position:*

- Sex Offender Registry
- Criminal Background Check
- Credit Check
- Drug Screening
- Driving Record
- Pre-Employment Physical