



**Job Title:** Payroll Clerk  
**Department:** Finance  
**FLSA Status:** Non-Exempt, Hourly, Full Time  
**Revised Date:** See Below

### Accountability

Under the direction of the Finance Director/Treasurer and Deputy Treasurer respectively.

### Job Summary

Primarily responsible for the City's payroll process and all related duties (approximately 75 employees – 130 employees during summer months); secondary responsibilities include processing and posting daily receipts of the City, generating Airport financials, TIF/LB840 payment processing, and backup for the preparation of monthly financial statements, accounts payable processing, cemetery file processing, utility invoicing.

### Essential Job Functions

Responsible for the bi-weekly payroll process which includes reviewing electronic timesheets and working with department heads to ensure the timesheets are accurate; reviews benefit withholdings, creates ACH files, posts payroll journal entries to the general ledger, records the accrual and use of paid leave and submits Federal and State tax deposits, pension contributions, child support withholdings, and payments for all employee benefits; maintains sound payroll records retention procedures adhering to requirements; assists employees with questions regarding their paycheck stubs; assumes responsibility for the preparation of quarterly payroll tax returns including Federal and State 941's and unemployment returns; prepares annual payroll tax filings including Forms W-2, W-3, Forms 1095, Form 720 PCORI Fee etc.; performs quarterly audit of pension contributions to accounting records; maintains payroll employee master file including adding and removing employees, updating pay rates, and updating insurance rates and other withholdings; reconciles payroll bank account on a monthly basis; prepares all requested payroll records for annual financial statement audit; assists the Finance Director in the budget process by providing payroll projections and other forecasted information; generates Airport financials and coordinates with the Airport Authority; processes TIF/LB840 payments as needed; and completes Seward County tax disbursements.

### Additional Duties and Responsibilities

When not preparing payroll, assists walk-in utility customers and answers general inquiry telephone calls; assists in the processing of utility billing payments and acceptance of utility applications; serves as backup for processing of accounts payable claims, cemetery filing, utilities invoicing; and performs other related duties as directed.

### Knowledge, Abilities and Skills

Extensive knowledge of payroll process including electronic timesheet review, withholdings, taxes, and maintenance of employee benefits. General knowledge of bookkeeping, utilities billing, TIF/LB840 provisions, accounts payable, and basic office practices. Good oral and written communication skills required to effectively communicate on a daily basis with City employees and the public. Ability to work independently under sometimes distracting conditions and to learn and interpret ever-changing rules, regulations, laws and ordinances. Ability to sit and/or stand for long periods of time; visual stamina and acuity adequate to review alpha/numeric data and spend long periods of time looking at computer screen; operate basic office machines, such as copy machine, computer, calculator, fax machine, cash register; keep confidential information confidential; attend meetings and/or conferences in town or out of town; and ability to type at a rate of 60 wpm.

### Education and Experience

Associate's degree in a business-related field or two (2) years of experience in payroll related functions or similar responsibilities certification or designation as a Certified Payroll Professional (CPP) is desirable; or any equivalent combination of training and experience deemed to be sufficient for the position.

Job Description Revision Approved:

  
City Administrator

  
Date

**Note:** The statements herein are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be constructed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. This job description may be changed or updated at any time without notice.