



Job Title: Deputy City Clerk/Payroll Specialist
Department: Admin/Finance
FLSA Status: Non-Exempt, Hourly, Full Time
Revised Date: 10/6/26 (Council)

Accountability

Under the direction of the Finance Director/Treasurer and City Clerk/HR Director.

Job Summary

Primary responsibilities include oversight of the City's payroll process and all related duties as well as duties related to the deputy city clerk; secondary responsibilities include assisting walk-in customers, answering telephone calls for general assistance, and accepting utility service applications.

Essential Job Functions

Deputy City Clerk: Serves as Deputy Clerk and assumes functions of the Office in their absence or unavailability for bi-weekly City Council meeting. Assists with City boards/commission roster tracking as well as meetings notices, preparation, and recording minutes when needed; City website updates; City social media engagement; personnel onboarding and outboarding; annual employee awards banquet, and other employee team-building events. May perform general filing, organization, research, records retention, data entry & summarization, and special project support as needed.

Payroll Specialist: Responsible for the oversight of the bi-weekly payroll process which includes reviewing electronic timesheets and working with Department Heads to ensure the timesheets are accurate, reviewing for proper withholdings, creating ACH files, posting payroll journal to the general ledger, recording the accrual and use of paid leave, submitting Federal and State tax deposits, submitting pension contributions, garnishments, submitting payments for all employee benefits, and maintaining sound payroll records under the necessary document retention requirements. Assists employees with questions regarding submission of timesheets or questions regarding their paycheck stubs. Responsible for the preparation of quarterly payroll tax returns including Federal and State 941's and unemployment returns; annual payroll tax filings including Forms W-2, W-3, Forms 1095, Form 720 PCORI Fee etc.; and performs quarterly audit of pension contributions to accounting records. Maintains a payroll employee master file including adding and removing employees, updating pay rates, and updating insurance rates and other withholdings; reconciles payroll bank account monthly; prepares all requested payroll records for annual financial statement audit;

Additional Duties and Responsibilities

Serves as the Secretary to the CRA Committee. May serve as City Hall Safety Committee representative. Assists the Finance Director in the budget process by providing payroll projections and other forecasted information. In the event of staff absences, may serve as a backup for processing of accounts payable claims, cemetery filings, utilities invoicing, and TIF/LB840 payments.

Knowledge, Abilities and Skills

Significant knowledge of payroll process including electronic timesheets review, withholdings, taxes, and maintenance of employee benefits. General knowledge of bookkeeping, utilities billing, TIF/LB840 provisions, accounts payable, and basic office practices. General knowledge regarding open meetings act, posting notices, Robert's Rule of Order, best practice in taking of minutes, and proper meeting decorum. Ability to maintain professionalism with sensitive information and to keep confidential information confidential. Exceptional oral and written communication skills required to effectively communicate on a daily basis with City employees, particularly in answering questions about timesheets, deductions, and other pay-related items. Exceptional ability to form and maintain professional, positive relationships with all employees and supervisors. Proficiency in Microsoft Office as well as effective management of social media channels and website management. Good customer service skills to professionally serve the public in person, by phone, or digitally. Ability to work independently under sometimes distracting conditions and to learn and interpret ever-changing rules, regulations, laws and ordinances; ability to complete tasks on tight deadlines with accuracy. Ability to sit and/or stand for long periods of time with visual stamina and acuity adequate to review alpha/numeric data and spend long periods of time looking at computer screen. Capability to operate basic office machines, such as copy machine, computer (Microsoft Office and other software), and cash register. Availability to attend meetings and/or conferences in- or out of town and to be available evenings as needed.

Education and Experience

Associate's Degree in a human resources or business-related field and two (2) years of experience in human resources, payroll, benefits administration or similar responsibilities; or Bachelor's Degree in human resources or business administration; familiarity to administrative functions within local government is preferred; at least two (2)

years' experience with social media and various computer programs and functions including Microsoft Office products is preferred or any equivalent combination of training and experience deemed to be sufficient for the position.

Special Requirements

Registration as a Nebraska notary public within the first six (6) months from hire date and maintenance of certification. Must possess a valid driver's license and must maintain insurability under the City's insurance carrier.

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.*