



JOB DESCRIPTION

JOB TITLE: Accounts Payable/Payroll Administrator

PAY GRADE:102

DEPARTMENT: Finance/Accounting

MIN. PAY: 17.04 **MAX. PAY:** 28.26

FLSA CLASSIFICATION: Full-time

FLSA STATUS: Non-Exempt

REPORTS TO: FINANCE DIRECTOR

STARTING SALARY: D.O.E.

DESCRIPTION SUMMARY:

This position requires someone experienced in processing accounts payable and payroll for a midsized organization. It requires attention to detail and accuracy in work processes and government reporting.

ESSENTIAL FUNCTIONS (include, but may not be limited to):

- Will process invoices for payment and any and all bills for the City. This involves coding, entering data into the computer software (Munis), and printing/mailing checks.
- Will process bi-weekly payroll which involves reviewing timesheets for accuracy, reviewing human resources payroll forms, spreadsheets for special payrolls, entering information into the computer software (Munis) and making direct deposits to the bank for payroll.
- Involves payroll related government reporting (941s), etc.
- May occasionally assist the Finance Department and Human Resources with reporting.

SECONDARY DUTIES:

- Coordinate online accounts with Department Directors
- Review and monitor benefits invoices.
- May assist Human Resources with benefits (invoices), reporting, and other duties as assigned.

- Other duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Skilled in all Microsoft office products, excel (should be intermediate to advanced), and Word. Knowledge of Outlook, Adobe.
- The ability to learn new software.
- Experience in Munis (government software) will be a plus.
- The ability to learn and enjoy a challenge.
- The ability to communicate well with all levels of customers, vendors, and co-workers.

EXPERIENCE:

- Must have a minimum of two years of experience in payroll processing.
- A minimum of one year in accounts payable or willing to learn.

EDUCATION:

A two-year associate degree in accounting, a four-year degree is desired, but five years of experience in payroll processing or accounts payable will replace the degree.

PHYSICAL CONDITIONS:

Must be able to hear, see, speak to communicate effectively.

Must be able to use fingers to use the keyboard, office equipment and other office tools.

Must be able to sit for extended periods of time.

The work is performed in an office environment that is climate controlled.

Approved by: _____
Department Director

Date: _____

Approved by: _____
Human Resources Director

Date: _____