

211

Replaces 208  
Approved 10-19-10  
Revised 9/17/13

**VILLAGE OF ALLOUEZ  
POSITION DESCRIPTION**

**POSITION TITLE:** Payroll/Accounts Payable Clerk

**REPORTS TO:** Finance Director

**JOB PURPOSE:** This position is responsible for preparation and distribution of payroll and all related reports, accounts payable ~~and serves as back-up to Water Bookkeeper and employee benefit management.~~ - Assists Finance Director and handles employee questions relative to benefits.

**DUTIES & RESPONSIBILITIES:** The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive and other duties may be required and assigned.

Prepares biweekly payroll for employees, processes time cards, determines appropriate wage rate, premium pay, deductions etc. Calculates wages, enters data into computer, runs payroll and prepares checks for distribution. Prepares and submits all semi-monthly, monthly, quarterly and annual payroll reports. Calculates retro –pay. ~~upon completion of collective bargaining negotiations.~~

Prepares and processes unemployment and worker's compensation claims, calculates wage adjustments due employees. Prepares vouchers for payment of monthly health, dental, disability and life insurance premiums and verifies accuracy of employee numbers and premium amounts. Processes vacation, sick leave and comp time and maintains related records.

Prepares and processes Village accounts payable and reports. Opens and distributes vendor invoices for approval and coding. Maintains the vendor master list and W9 information. Processes vendor payments. Completes year end accounts payable tasks including the issuance of 1099s.

Meets with new employees to help process employee benefit paperwork and provides assistance to all employees on benefit related questions or paperwork. Maintains health, dental and all other insurance records.

~~Serves as back-up to the Water Bookkeeper in billing and cash receipting.~~

Assists Finance Director on special projects and daily tasks. Computes wages and benefit contribution for all employees for preparation of the annual budget.—. Prepares year end Payroll and Accounts Payable reports and other reports as needed.

**POSITION QUALIFICATIONS:** Associate Degree in Accounting or equivalent. One to three years related work experience is required. An equivalent combination of education and experience may be considered.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Knowledge of the principles and practices of fundamental accounting and bookkeeping, including knowledge of payroll accounting. Knowledge of basic office practices and procedures. Sufficient knowledge of spreadsheet programs to effectively maintain related files and reports.

Skill in the operation of equipment needed to perform the duties of the position, including calculator, ~~personnel~~ computer, typewriter, telephone, copier, fax machine etc.

Ability to organize, schedule, prioritize and perform work with limited supervision, establish and maintain effective working relationships, communicate effectively and deal with the public, elected officials, department heads and other Village employees with courtesy and tact; process confidential information with discretion, accurately complete assignments within limited deadlines.

**SUPERVISION/DECISION MAKING:** No supervisory responsibility. Receives general supervision and works alone on routine work from standard practices and procedures. Decisions affect entire Village.

**INTERACTION:** Frequent inside contacts with co-workers, employees and immediate supervisor. Some contact with residents. Contacts involve corrections or adjustments where some tact is essential to resolve minor problems.