

NOTICE

There is a job vacancy in the **Bay County Department of Personnel and Employee Relations, Payroll Division.**

JOB TITLE: **PAYROLL CLERK (T012)**
RATE OF PAY: \$15.35 per hour entry, progressing to
 \$18.25 per hour after two years (TU08)

This position is included in the U.S.W. full-time bargaining unit. **In accordance with the Agreement between the County and Local 15157, United Steelworkers, preference may be given to qualified County employee applicants.**

GENERAL SUMMARY: Processes bi-weekly and exception payrolls; maintains employee payroll and benefits records - requiring knowledge of general accounting principles and specific knowledge of the economic sections of county bargaining unit contracts and personnel policies. Carries out a variety of activities related to the payroll and benefits areas. Work requires a high degree of accuracy while engaged in very demanding work in terms of mental/visual effort, and a high degree of good independent judgement. This position reports directly to the Payroll/Benefits Supervisor and indirectly to the Director of Personnel/Employee Relations.

TYPICAL DUTIES:

1. Review and process personnel transaction orders (PTO), which are directives from the Personnel Department, authorizing changes to payroll/benefits records such as adding new employees, changes of address, deductions, tax status, distribution account numbers, etc.
2. Set up parameters for bi-weekly and exception payrolls. Process and distribute bi-weekly payroll worksheets.
3. Process payroll by reviewing the following documents, which are submitted by departments, for accuracy and compliance with bargaining unit contract or personnel policy language: payroll worksheets, time cards, absence reports, overtime request forms, sickness and accident forms, etc. Input payroll information, review edit reports, print checks and reports, distribute payroll checks.
4. Process payroll disbursement vouchers, wage and hour summaries, part-time retirement records, earnings requests for unemployment, employment verification requests, labor statistics, employee final pay form for retirement, etc.
5. Maintain employee leave records on a bi-weekly basis and distribute quarterly individual leave summary reports to department/division heads and employees.
6. At the time a new employee is hired and on an annual basis, review system-generated-leave balances and modify as necessary. On an annual basis, review and modify as necessary system-generated report of prior years' vacation pay.
7. Responsible for maintaining payroll journal, check register and various payroll related ledgers/registers; including posting, balancing, reconciling and the processing of journal entries.
8. Communicate employee payroll record changes to insurance and retirement offices, as necessary.
9. Regularly initiates communications with Personnel Department regarding payroll/benefits issues, including questions regarding interpretation of economic sections of contracts and personnel policies.
10. Contact department/division head and/or employee regarding questions payroll staff have as related to the department's/employee's payroll in the following areas; application of contract language, pay amounts, leave usage, etc.
11. Maintain and periodically update paygrade schedules in accordance with union contracts and directives of Board of Commissioners.
12. Set parameters, process, review, modify as necessary the report that generates retroactive pay increases as a result of bargaining unit agreements, reclassifications, grievance settlements, etc.
13. Regularly uses calculator, personal computer, copy machine, printers, FAX, shredder, and typewriter. Utilizes Excel on a regular basis by inputting data into spreadsheets prepared by supervisor. Must have the ability to prepare spreadsheets using advanced Excel knowledge.
14. Carries out special projects as directed by supervisor.
15. Participates in year-end processing/audit.
16. All other duties as assigned.

The above statements are intended to describe the general nature of work being performed by people assigned to this classification in the Finance Department. They are not to be construed as an exhaustive list of all job duties performed by personnel so classified.

QUALIFICATIONS: In addition to those contained in the GENERAL SUMMARY, requires excellent mathematical, problem-solving, organizational, communication and reading comprehension skills. An associate's degree in business, which includes the successful completion of three accounting courses with a grade of B or better at a college or university or 18 months as a full-time account clerk III for Bay County or 18 months full-time as a payroll professional with another employer. Typing at 50WPM (corrected), personal computers experience and advanced knowledge of Excel are required. Ability to meet deadlines. Work history must confirm consistently accurate work. Requires capacity to develop a good understanding of the economic sections of the bargaining unit contracts and personnel policy. Requires capacity to develop a good understanding of the interrelated functions of the payroll processing program. Applicants will be required to take written and/or other examinations in the areas of accounting, math and Excel. Familiarity with MUNIS financial system preferred. The ability to maintain confidentiality is essential. Vacations will seldom, if ever, be granted during "payroll weeks". Must have a valid operator's license.

PHYSICAL REQUIREMENTS: This position involves sitting most of the time and/or being mobile or standing for brief periods of time. Additional requirements include the ability to move objects according to the following weight & frequency: Generally, 10 pounds of force up to one third of the time. Must be able to perform the essential functions of the job with or without reasonable accommodations.

Make application online at www.baycounty-mi.gov or in person or US Mail to the Bay County Personnel and Employee Relations Department, 515 Center Avenue, Bay City, MI 48708, no later than **4:00 p.m., Monday, October 29, 2012.**

AN EQUAL OPPORTUNITY EMPLOYER

"BAY COUNTY DOES NOT DISCRIMINATE ON THE BASIS OF DISABILITY STATUS IN ADMISSION OR ACCESS TO, OR TREATMENT OR EMPLOYMENT IN, ITS PROGRAMS AND ACTIVITIES."