

City of Manchester

Job Description

Job Title: Payroll Accounting Assistant
Department: Finance
Reports To: Finance Director
FLSA Status: NonExempt
Prepared By: Bridget Anderson, Finance Director
Prepared Date: October 19, 2021
Approved By:
Approved Date:

SUMMARY

Engages in recording hours of work, processing time records, compiling payroll statistics, maintaining payroll control records, and calculating payrolls for both the City and the Water Utility.

ESSENTIAL DUTES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Processes payroll for City and Water Utility.

Distributes payroll to each department.

Files payroll tax reports and makes deposits for payroll.

Responsible for tracking leave and adjustments to the payroll system, and distributing reports to departments monthly.

Responds to inquiries regarding policies, procedures, and programs for payroll and leave discrepancies.

Responsible for printing and filing of W-2's and 1095C's.

Reconciles checking accounts on a timely basis.

Assists with system issues, month end closings, and the budget process as required.

Performs accounting and bookkeeper duties.

Calculates, processes, collects, and tracks payments for city taxes, business licenses, motel taxes, and other city revenues as needed.

Interprets policy and interacts with municipal officials, department heads, bank officers, and other members of the general public.

Receipts property taxes, issues business licenses and permits as needed.

Other duties as assigned.

SUPERVISORY RESPONSIBILITIES

None

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

Associate's degree from a two-year college or technical school and two years related experience and/or training; or equivalent combinations of education and experience. Strong computer skills, including PC knowledge of MS Office utilizing MS WORD, EXCEL or comparable word processing and spreadsheet package. Experience working in a high-volume team environment. Ability to deal with sensitive medical and/or legal issues confidentially and professionally.

LANGUAGE SKILLS

Strong oral and written communication skills. Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

MATHEMATICAL SKILLS

Ability to handle large amounts of cash and make change accurately. Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; and talk to hear. The employee is occasionally required to stand, walk, and reach with hands and arms. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, and ability to adjust focus. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts. The noise level in the work environment is usually moderate. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.