

Payroll Clerk

Town of Bernalillo

Recruitment Period: February 4, 2019 to February 15, 2019

Reports to: Treasurer/Finance Director

Department: Finance

Hourly Wage: \$15.10

Job Status: Full time/Permanent

FLSA Status: Non-Exempt

Summary:

Confidentially compiles and posts employee time and payroll data. Computes and posts wages and deductions. Assists with additional duties within the Finance Department.

Nature of Work (other duties may be assigned)

Compiles payroll data to maintain payroll records by performing the following duties:

- **Confidentiality is a must.**
- Knowledge and understanding of payroll cycle.
- Knowledge and understanding of computers and use of financial software.
- Must be knowledgeable in preparing and maintaining spreadsheets required to successfully complete payroll job duties.
- Must be proficient in 10-key by touch.
- Confidentially compiles payroll data such as hours worked, taxes, and insurance to be withheld, and employee identification number, from time sheets and other records.
- Collects time entry data for each pay period through InCode.
- Prepares computer input forms, enters data into computer files, or computes wages and deductions and posts to payroll records.
- Reviews wages computed and corrects errors to ensure accuracy of payroll.
- Records changes affecting net wages such as exemptions, and insurance coverage for each employee to update master payroll records.
- Records data concerning transfer of employees between departments.
- Prorates expenses to be debited or credited to each department for cost accounting records.
- Prepares quarterly reports of earnings, taxes, and deductions.
- Keeps records of leave pay and nontaxable wages.
- Prepares and issues paychecks in a fully confidential manner.
- Independently perform payroll, timekeeping, and employee benefits functions.
- Ensure that employees are paid on time and that their paychecks are accurate.
- Resolve errors if inaccuracies arise, and prepare and distribute related documents to other employees.
- Confidentially coordinates all payroll activity and are responsible for developing and implementing changes in timekeeping and payroll procedures.
- Responsible for keeping abreast of changes in employment and tax laws.
- Responsible for paying all payroll liabilities, including but not limited to PERA, Retiree Health, FICA, etc.
- Responsible for end of the processes, including but not limited to W-2's, ACA Reporting, etc.
- Knowledge of governmental accounting a plus.
- Additional Finance Department duties include monthly bank reconciliation, assisting with capital asset management, and assisting with General Ledger and Budget input.

Supervisory Responsibilities

This job has no supervisory responsibilities.

Competencies

To perform the job successfully, an individual should demonstrate the following competencies:

- Analytical - Collects and researches data; identifies patterns or connections between situations that are not obviously related; recognizes patterns between situations; analyzes complex concepts; simplifies complex situations; explains original concepts and solutions.
- Oral Communication - Speaks clearly and persuasively in positive or negative situations; listens and gets clarification; responds well to questions.
- Written Communication - writes clearly and informatively; edits work for spelling and grammar; varies writing style to meet needs.
- Organizational Support - Follows policies and procedures; completes administrative tasks correctly and on time; supports organization's goals and values.
- Judgment - Supports and explains reasoning for decisions; includes appropriate people in decision-making process; makes timely decisions.
- Results Orientation - Knows which results are important, focuses resources to achieve goals; creates own measures of excellence; improves personal performance; contributes to team success; contributes to organizational success;
- Professionalism - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.
- Quality - Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality.
- Quantity - Meets productivity standards; Completes work in timely manner; Strives to increase productivity; Works quickly.

Qualifications To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed 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

Bachelor's Degree (B.A.) in Accounting from four (4) year college or university; and two (2) years related experience and/or training; or equivalent combination of education and experience. Bachelor's Degree preferred.

Knowledge, Skills and Abilities

- Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.
- Ability to deal with problems involving several concrete variables in standardized situations.
- Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence.

- Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.
- Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume.
- Ability to apply concepts of basic algebra and geometry.

Conditions of Employment:

- Must possess and maintain a valid NM Driver License.

If interested, please submit your application to:

Troy Martinez
Human Resources Director
P.O. Box 638
Bernalillo, New Mexico 87004

Or by email to:

jobs@townofbernalillo.org

Or by fax to:

505-771-8626