



CITY OF BERKLEY

3338 COOLIDGE HWY, BERKLEY, MICHIGAN 48072

ACCOUNTS PAYABLE/PAYROLL ACCOUNTING CLERK JOB DESCRIPTION

Department: Finance Department
Supervised By: Finance Director
Classification: Full-Time Exempt
Supervises: None
Salary Range: \$24.00-\$34.00 Per Hour DOQ

Position Summary:

Under the supervision of the Finance Director, this position rotates every other week the responsibilities of processing the bi-monthly payroll and bi-monthly accounts payable check runs. This position processes all aspects of payroll for City employees, including administering payroll for all employees, implementing the terms of the proper policy or bargaining unit, maintaining accurate employee information, and processing various reports. This position also processes all aspects of accounts payable for City, including creation of new vendors, entering and review of invoices received, preparation of checks and follow-up with vendors as needed. The responsibilities, duties and functions will be performed according to level and experience.

Essential Job Functions:

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

PAYROLL

1. Works with labor attorney and city administration to monitor labor contracts and agreements.
2. Verifies and processes all information on time cards and administrative leave records.
3. Reports on all voluntary and mandatory payroll deductions including pension, Flexible/Cafeteria Plans, insurance, garnishments, special deductions, etc.
4. Processes payout information for terminated employees.
5. Tracks and processes uniform allowances, holiday pay, health insurance opt-out, auto allowances, sick bonus pay, longevity, etc.
6. Processes data as imported from electronic time sheet programs.
7. Tracks employee leave information after each payroll (available sick, personal business, vacation, merit, comp, holiday, training compensatory time, etc.).

8. May respond to request for information regarding contract issues, employee leave and/or payroll administration.
9. Preparation of wire transfers for payment of payroll liabilities
10. Year-end W-2 preparation and file uploads to IRS and State of Michigan

ACCOUNTS PAYABLE

11. Manage vendor set up including gathering of required information for tax purposes including form W-4.
12. Ensure all invoices are properly approved by the department heads and properly entered into the accounts payable system.
13. Review of accounts payable proof reports and prepare check checks for all approved invoices. Journalize and post entries within computer software.
14. Perform research on any invoice/vendor related issues.
15. Year-end 1099 preparation and file uploads to IRS and State of Michigan
16. Performs other duties as assigned.

Required Knowledge, Skills, Abilities and Minimum Qualifications:

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job. A combination of education and experience may be considered. Requirements include the following:

1. Associates or bachelor's degree, or equivalent, in accounting, finance, business administration or a related field is preferred by not required
2. One to three of experience in accounts payable/payroll processing preferred. Bookkeeping or general accounting, preferably in governmental fund accounting a plus.
3. Experience with BS&A payroll and accounts payable modules preferred. Prior experience preparing payroll or accounts payable required, having experience with both would be preferred.
4. Analytical ability and mathematical aptitude necessary to perform financial analysis. Ability to identify and resolve discrepancies.
5. Interpersonal and communication skills necessary to work productively with all levels of City personnel, City customers, financial institutions, actuary, external auditors and others.
6. Ability to work accurately with numbers and detail.

7. Knowledge of computer software including accounting, spreadsheets, and database programs. Experience in Microsoft environment preferred.
8. Ability to collect, organize, and analyze accounting data while paying close attention to detail.

Other Requirements

1. Valid Michigan driver's license, or the ability to obtain one within one (1) month.
2. Must be able to be bonded.

Physical Demands and Work Environment:

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the duties required by the Accounts Payable/Payroll Accounting Clerk. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

While performing the duties of this job, the employee regularly works in an office setting with a controlled climate where they sit and work on a computer, communicate by telephone, email or in person, and move around the office. The employee must occasionally lift and/or move lightweight items. The noise level in the work environment is usually quiet.

The City of Berkley is an Equal Opportunity Employer.