

JOB TITLE: Payroll/Accounts Payable Clerk
DEPARTMENT: Administrative
SUPERVISOR: City Clerk

The City of Forsyth is currently accepting applications for the position of Payroll/Accounts Payable Clerk. Resumes along with a completed application may be submitted to Janice Hall, City Manager, by hand-delivery to 68 N. Lee Street; via email to jhall@cityofforsyth.com; or via postal delivery to PO Box 1447, Forsyth, Ga 30129. City of Forsyth employment applications are available at www.cityofforsyth.net. Submissions will be accepted until end of business on Friday, March 8, 2019. Salary is dependent upon verifiable related work experience.

SUMMARY:

The incumbent performs routine, yet responsible clerical duties in working with payroll, accounts payable, and purchasing. Work involves all aspects of payroll from calculating time cards to processing W-2's at yearend, submitting all required tax forms, balancing invoices, utility bills, checking purchasing against statements received from vendors, and processing statements for payment. Work is performed under the general supervision of the City Clerk in accordance with established policies and procedures.

QUALIFICATION REQUIREMENTS:

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 essential functions.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The following duties are representative of the work required for this job. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Performs all aspects of payroll to include compiling time cards, wages due, data entry, and generating payroll reports. Calculates time, verifies leave, prints paychecks, and electronically processes direct deposits; also processes withholding taxes, social security, insurance checks, garnishment checks, etc.
- Maintains accounts payable reports.
- Sorts, proofs, and prepares materials for posting on computer; posts materials to ledgers or accounts.
- Verifies vendor numbers on purchase orders.
- Audits invoices of accounts payable; checks extensions, discounts, and total invoices.
- Responsible for mailing out checks with paid invoices.
- Sets up and maintains file on each vendor with which the City does business.
- Prepares work sheets and balances regular monthly maintenance invoices, utility bills, and credit card bills, etc.
- Receives payments from the public for utility services; local options sales tax; TV and internet services; occupational tax; beer, wine and liquor tax; permits; deposits for new services; reconnect fees; water and sewer tap fee.
- Balances cash on hand against computer reports.

- Provides customer assistance and general information as needed.

KNOWLEDGE, SKILLS, AND ABILITIES:

The Payroll/Accounts Payable Clerk must be knowledgeable of the following principles, procedures, and concepts:

- Considerable knowledge of modern office practices, procedures, systems, and equipment.
- Knowledge of the principles and practices of public finance, budgeting, and accounting.
- Knowledge of State and Federal regulations regarding employment to include FMLA, Workers Compensation, Short-term Disability, and related regulations.
- Ability to establish and maintain filing system.
- Skill in the operation and function of computers.
- Ability to understand and follow oral and written instructions.
- Ability to communicate effectively, both orally and in writing.
- Ability to make rapid and accurate mathematical calculations.
- Ability to successfully meet the public, to create a favorable impression, and to establish and maintain effective working relationships with other employees.

MINIMUM TRAINING AND/OR EXPERIENCE TO PERFORM ESSENTIAL JOB FUNCTIONS:

The Payroll/Accounts Payable Clerk should possess, at a minimum, a valid high school diploma or GED equivalent, supplemented by training or considerable experience in computerized accounting and payroll procedures. Previous verifiable payroll experience is required.

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This position requires light-to-medium demands with intermittent sitting, standing, walking, computer use, and occasional lifting of lightweight objects.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The work environment is primarily an indoor office work area.

SELECTION GUIDELINES:

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The City of Forsyth is an Equal Employment Opportunity Employer and a Drug Free Workplace.