

PAYROLL CLERK/HEAD CASHIER

Function: Business Office

DESCRIPTION OF WORK:

Maintains, processes payroll records for utility employees; makes reports related to such records on a monthly, quarterly, and yearly basis; collects customer payments; maintains and balances daily cash report.

EXAMPLES OF WORK:

Essential Functions

Maintains payroll records of employees on computer including individual employee's earnings and withholdings; prepares and deposits payments to employees' accounts for payroll, prepares and submits bi-monthly, quarterly, and annual reports of Federal and State taxes withheld; processes deductions from payroll associated with: FICA, retirement, health insurance and other employee benefits, employee utility bills and employee savings accounts; balances and prepares W-2's for employees; prepares and submits (on-line, phone, or mail) work site census information, unemployment insurance, wage and social security report, and child support reports to State; updates computer master file of employees by adding new employees and completing all necessary forms including I-9's & W-4's and deleting separated employees; audits employee timesheets for hours worked and enters data into computer; balances payroll register to timesheets submitted; verify call duty pay; monitors wage changes and submit wage change authorization form to upper management; issues payroll checks via printer; maintains employee census reports, maintains employee vacation, personal days, and sick leave reports; greets and assists customers, collects and enters payments in the computer system from the drop box, collected at the banks, credit/debit card payments, payments received from bill pay providers, and direct deposit payments in bank account; balances cash drawer; makes end of day bank deposit; copy and submit bank deposit information to City Hall; prepares daily cash report; monitors bank account balances; bill customers on computer system for misc. charges (invoices, collection trip fees, etc.); monitors cash reserve in vault; performs related work as required.

Non-essential functions

Answer switchboard over noon hour, during receptionist's break and as needed.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of payroll concepts, bookkeeping, and required reports; skill in: operating office machines such as calculator, typewriter, computer and copying machine; ability to: transcribe, spell and use proper grammar; performs a variety of office tasks; makes arithmetic computations accurately; maintains effective working relationships with co-workers, supervisors and the public.

TRAINING AND EXPERIENCE:

Any combination of training and experience that will allow the incumbent to acquire the requisite knowledge, skills and abilities to perform assigned tasks.

WORKING CONDITIONS:

This position works under normal office working conditions with some lifting and stooping required. The normal workweek is 40 hours per week.

Nebraska City Utilities October 1993 (March 2008, February 2016, February 2019)