

## Florence County Job Description

**Position Title:** Payroll Clerk/Accounting Assistant  
**Department:** Finance / County Clerk Office  
**Reports To:** Financial Manager/County Clerk  
**FLSA Status:** Full-Time (35 hours per week)/Non-Exempt  
**Pay Grade/Level:** 8  
**Reference Rate:** \$19.00

**Position Summary:** This is an accounting position reporting to the County Financial Manager/County Clerk. Under the direction of the Financial Manager, the Payroll Clerk/Accounting Assistant will provide the following services.

1. Process all payrolls for the County, including the bi-weekly payroll and the monthly per diem payroll.
2. Manage all updates to payroll deductions and benefit charges.
3. Complete timely and accurate monthly, quarterly, and annual reports related to payroll and benefit programs.
4. Assist the Financial Manager in month-end, quarter-end, and year-end closing procedures including preparation and input of Journal Entries, preparation of reports, and reconciliation of General Ledger account balances.
5. Assist the Financial Manager in analysis and schedule preparation for the year-end audit, the annual Cost Allocation Plan, the annual update to the Capital Improvement Plan, and the annual Operating Budget.
6. The Payroll Clerk/Accounting Assistant will be deputized by the County Clerk and perform duties as necessary.

### **Essential Functions:**

#### **Payroll & Benefit Administration**

1. Process bi-weekly payroll for all employees and the monthly per diem payroll for board/committee members; Submit to Financial Manager for review & approval.
  - a. Ensure compliance with Pay Voucher policies and other procedures.
  - b. Monitor employee deductions and benefit charges to departments for group insurance programs. Reconcile accounts periodically.
  - c. Process payments related to payroll tax and other payroll deductions.
  - d. Prepare all quarterly State and Federal reports pertaining to payroll
2. Assist with Preparation of WRS (Wisconsin Retirement System) reports monthly, process WRS payments, report on employee changes, monitor hours worked by non-participants, and compile and balance year-end WRS reports for credit to each employee's account.
3. Complete timely and accurate monthly, quarterly, and annual reports related to other payroll and benefit programs including the following areas.
  - a. Monthly billings for group and voluntary insurance
  - b. Processing and documentation of the deposit of amounts deducted from each payroll for income tax withholding, deferred compensation, health savings account contributions, etc.
  - c. Preparation of W-2s and 1095Cs at year-end for distribution to employees and transmission to federal agencies.
  - d. Recording of paid time off benefits and hours worked on all staff annual time cards.

#### **Accounting and Financial Reporting**

1. Assist the Financial Manager in month-end, quarter-end, and year-end closing procedures including preparation and input of Journal Entries, preparation of reports, and reconciliation of General Ledger account balances.
2. Assist the Financial Manager in analysis and schedule preparation for the year-end audit, the annual Cost Allocation Plan, the annual update to the Capital Improvement Plan, and the annual Operating Budget.
3. Prepare monthly Bill List for review by the Financial Manager and County Clerk for presentation to the Audit, Budget, and Administrative Committee (ABC).

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4. Review payment vouchers of all County departments and monitor compliance with County policy.
5. Monitor payments to independent contractors and work with County departments to secure W-9 reports to obtain tax identification numbers.
6. Coordinate preparation of year-end 1099 information returns, distribution to vendors, and transmission to state and federal agencies.
7. Prepare quarterly sales tax report to state of Wisconsin.

### **General Administrative Support**

1. Assist as requested with various office management issues, such as equipment purchases and maintenance, telephone service arrangements, purchase of supplies, etc.
2. Perform administrative services as requested.
3. Other duties as assigned by the Financial Manager and County Clerk.

### **Education:**

- Associates degree in Accounting preferred, or equivalent experience and training.
- 2 years of experience in an Accounting or Payroll position is preferred.

### **Knowledge, Skills and Abilities:**

Any equivalent combination of training and experience, which provide the following knowledge, skills and abilities:

- Ability to understand and apply Generally Accepted Accounting Principles (GAAP).
- Considerable knowledge of various software including Excel spreadsheets, accounting software, word-processing and email.
- Previous payroll processing and reporting experience
- General understanding of allowable costs as outlined in various program manuals.
- Ability to identify inefficiencies and work toward efficiencies through the use of automated processes.
- Ability to effectively handle responsibility, take initiative, and adapt well to frequent change.
- Ability to maintain confidentiality and handle conflict appropriately.
- Self-starter, have the ability to work independently, and effectively handle responsibility.
- Possess excellent verbal and written communication skills in order to relate with a wide variety of individuals.
- Possess excellent organizational and time management skills.
- Ability to problem solve and identify resources (internal and external) available for assistance.
- Ability to travel to in-state trainings as required.
- Must possess a valid Wisconsin driver's license and have access to a reliable personal transportation with adequate auto insurance to meet minimum County requirements or other reliable means for local and state wide travel.

### **Physical Requirements:**

- Frequently required to stand, walk, sit, use hands and fingers to handle or feel, reach with hands and arms, talk or hear. Occasionally required to stoop, kneel, or crouch.
- Regularly lift and or move up to 15 pounds and occasionally lift or move up to 25 pounds.
- Vision requirements include close, distant, color, peripheral, depth and ability to adjust focus.

### **Residency Requirement:**

- Must live within the State of Wisconsin or will move to the State of Wisconsin within one year.

### **Work Environment:**

- Office environment with minimal noise level.

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- Occasionally exposed to outside weather conditions.

### Employee Acknowledgement:

I acknowledge that I have received a copy of the Payroll Clerk/Accountant Assistant job description and understand that it is my responsibility to read and understand it. I am able to perform the essential functions as outlined with or without reasonable accommodation. I understand that this job description may be used as a tool to evaluate the performance of my duties. If I have any questions about this job description or my job duties, I understand that I should ask my supervisor or department manager.

Florence County is an Equal Opportunity Employer. Florence County does not discriminate on the basis of any Wisconsin or Federal protected classification. In compliance with the ADA, Florence County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss accommodations with their employer and/or supervisor.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name