

# Human Resources Department

City of Rexburg

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CITY OF  
**REXBURG**  
America's Family Community

## Job Description

Financial Management

### **PAYROLL CLERK (Clerk B)**

(GRADE 10)

#### **GENERAL STATEMENT OF DUTIES:**

Perform a variety of accounting, bookkeeping, and clerical duties relating to the recording, processing, and issuing of semi-monthly payroll, and serve as a resource for employees with payroll concerns

#### **SUPERVISION RECEIVED:**

Work under the direct supervision of the Chief Finance Officer

#### **CATEGORY AND FLSA STATUS:**

Full-time, regular, non-exempt

#### **ESSENTIAL DUTIES:**

Prepare semi-monthly payroll checks or electronic funds transfers  
Review time and attendance reports for accuracy and record worked hours, overtime, leave, deductions, raises and other pertinent payroll information  
Manage and pay all payroll taxes and complete all appropriate monthly and quarterly reports  
Prepare and submit semi-monthly PERSI and 401k payroll reports  
Make payroll benefits liability payments  
Post and reconcile payroll records to the general ledger  
Create Jantek labor entry batches  
Process W2's and all other yearend reports

#### **OTHER RELATED DUTIES:**

Complete annual NBS reconciliation  
Process Workman's Comp claims  
Process quick checks  
Assist on ICRMP Online University  
Assist on HR projects  
Reconcile and post fuel batches

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

Two years of post-high school education or training in accounting, bookkeeping, or some other related field and three years' experience in payroll, bookkeeping, or accounting, or an equivalent combination of education and experience

Working knowledge of standard payroll deductions and unique deductions for City programs and benefits

Working knowledge of Federal and State payroll laws, deadlines, reporting requirements, COBRA, HIPPA

Working knowledge of City departments and how their procedures relate to payroll

Ability to communicate complicated subjects verbally and in writing and develop working relationships with supervisors and employees

Familiarity with personnel policies and procedures

Ability to operate a variety of standard office equipment, including a computer, and perform complex calculations

Basic spreadsheet experience

**PREFERRED KNOWLEDGE, SKILLS AND ABILITIES**

Working knowledge of basic accounting and bookkeeping

Knowledge of insurance coverages, benefits and procedures

Knowledge of PERSI and 401-k retirement rules

Extensive spreadsheet experience