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## City of Benson Job Description

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**Position:** Payroll/Accounting Clerk  
**Department:** Billing and Information Services  
**Reports To:** Director of Finance  
**Days/Hours:** Monday – Friday under normal circumstances. 40 hours  
(must be able to work overtime when needed)

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### **JOB SUMMARY:**

Under limited supervision, this is a moderately complex position requiring knowledge of payroll, fixed assets and accounting principles. Work is performed in accordance with established procedures; however independent judgment is required in analyzing transactions and determining the appropriate accounting procedure.

### **ESSENTIAL FUNCTIONS:**

**Payroll** – The bi-weekly payroll processing includes the verification of time sheet accuracy, data entry of hours worked and the preparation of related payroll reports. This position ensures that the pay, benefits, and record keeping are in accordance with applicable union contracts and/or personnel policies. The position processes the in-house payroll, edits payroll reports to assure the accuracy of wage calculations, prints payroll checks and completes the payroll in a timely and accurate manner. Additional payroll duties include but are not limited to:

- Prepares quarterly and annual Federal and State Income and State Unemployment payroll tax reports and files them in a timely manner.
- Establishes and maintains personal leave, holiday and compensatory records related to Payroll. Maintains wage records per IRS regulations.
- Assists new and existing employees with completion of employment forms, benefit enrollment and periodic changes.
- Reconcile Payroll and Incidental Fund bank statements.
- Assists with the processing of the annual W-2's.
- Calculates and submits payments for various mandated and optional withholdings including all PERA requirements.
- Conduct employment verifications (I-9's).

**Fixed Assets** – Maintains, updates and reviews the fixed asset records for the city.

- Tracks fixed assets and maintains fixed asset records.
- Establishes/monitors depreciation schedules for monthly allocation.
- Adds and subtracts assets to the fixed asset records.
- Prepares journal entries and creates reports needed to maintain the fixed assets records.
- Provides year-end spreadsheets for the reconciliation of fixed asset additions, deletions and year-end balances recorded in the General Ledger.

## **Accounting Duties -**

- Review cash receipts reports and deliver to Director of Finance for final processing.
- Prepare accounts payable invoices and provide data entry into financial system (manual and monthly bills); deliver reports to Director of Finance for final processing; prepare checks for mailing; update vendor address list.
- Prepare checks for liquor invoices, weekly liquor reports, and monthly liquor and electric sales tax returns.
- Maintain EDA Revolving Loan Fund debt schedules. Prepare monthly reports and mail late notices.
- Prepare periodic financial, statistical or operational reports as assigned, and assist in the mailing or preparation of financial related correspondence.
- Process adjustments in the Utility Billing software program.

## **ADDITIONAL DUTIES AND RESPONSIBILITIES:**

- Assist other employees by receiving and administering incoming calls and take messages or field/answer routine and non-routine questions.
- Order and maintain adequate supply of payroll forms.
- Maintain licenses and insurance on city vehicles.
- Maintain Utility Conservation Program records.
- Provide backup to Billing Cashier in Utility Billing and load management/AMR/AMI.
- Works with the Director of Finance to maintain communication and administrative activities related to employee benefit plans.
- Receive camping reservations, building permits, utility moves, receive payments.
- Assist in development of overall office procedures by recommending improvements or changes when deemed necessary for greater efficiency.
- May occasionally interpret policies related to issues not clearly covered by written policies and procedures; these decisions are generally reported to and verified by the supervisor.
- Perform other related work as assigned.

## **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: (includes Licensing requirements):**

- Knowledge of computerized financial accounting applications and computer software.
- Knowledge of laws, policies and regulations applicable to governmental accounting, payroll and financial record keeping
- Considerable knowledge of modern payroll practices and procedures and how they relate to labor contracts and personnel policies.
- Able to analyze calculated payroll totals, perform mathematical calculations, maintain accurate records, and prepare required reports.
- Considerable knowledge of personal computers and in word processing and spreadsheet software.
- Must have high level of interpersonal skills to handle sensitive and confidential situations.
- Ability to establish and maintain effective working relationships with co-workers, a variety of governmental employees and officials, and the general public.
- Demonstrate effective oral and written communication skills.
- Must be able to work with little supervision and to multi-task.

**TRAINING AND EXPERIENCE REQUIREMENTS:** (The following statement represents the minimum experience and training standards which will be used to admit or reject applicants for interview and selection, provided that equivalent substitution will be permitted in case of deficiencies in either experience or education).

- 2-year degree in accounting, finance, or related field, 3 years work experience in accounting and payroll with considerable training and experience in the operation of computers.

**MINIMUM PHYSICAL REQUIREMENTS (if any):** (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).

While performing the duties of this job, the employee is frequently required to sit, stand, travel to other offices, talk and hear. The employee is occasionally required to use hands and fingers to operate, handle, or feel objects, tools, or controls, and reach with hands and arms.

Specific vision abilities required by this job include close vision and the ability to adjust focus.

**My signature below acknowledges that I have read and understand the contents of this document:**

\_\_\_\_\_  
*City Manager Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Employee Signature*

\_\_\_\_\_  
*Date*

**Position Posting**

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**Payroll/Accounting Clerk**

The City of Benson is seeking a full-time accounting professional who has experience in government accounting including payroll and municipal operations. Position entails performing general ledger accounting functions, the balancing of accounts, tracking of fixed assets, journalizing transactions, data entry, generating computer related reports utilizing Microsoft Word/Excel and the preparation of a bi-weekly payroll.

Qualifications: 2-year degree in accounting, finance, or related field, 3 years work experience in accounting and payroll with considerable training and experience in the operation of computers.

Starting Wage: \$26.93 with excellent benefits.

Applications and job description available online at [www.bensonmn.org](http://www.bensonmn.org) . Submit completed application and resume to: City of Benson, 1410 Kansas Ave. Benson, MN 56215.

Applications will be accepted until the vacancy is filled.

An equal opportunity employer.