



Chippewa County Road Commission

Position Description – Payroll Clerk / Administrative Assistant

FUNCTION AND RESPONSIBILITY

Under the supervision of the Manager and Office Manager, perform a variety of tasks related to payroll processing and assist in office administration.

ESSENTIAL FUNCTIONS

- 1) Process timekeeping, ensuring proper account numbers and equipment are accounted for as well as PTO used in accordance with applicable work rules and/or collective bargaining agreement.
- 2) Accurately process payroll and all related reports in timely manner including payroll checks, direct deposits, deductions and corresponding provider payments (AFLAC, MISDU, BCBS, etc.), and tax payments.
- 3) Prepare and reconcile monthly, quarterly, and annual payroll reports (941, UIA, W-2s, MI5080/5081, retirement contributions, etc.).
- 4) Investigate and assist in resolving any discrepancies in payroll and timekeeping.
- 5) Staying up to date on payroll and timekeeping legislation and communicating changes to appropriate people within organization.
- 6) Assist in onboarding new employees, ensuring all new hire documentation is completed accurately, processed appropriately, and personnel files (paper and electronic) created and maintained.
- 7) Be the first person of contact at the window and by telephone by greeting customers in a courteous manner, screening and directing visitors and telephone calls, and collecting and disseminating information provided by the public to appropriate personnel.
- 8) Perform mail clerk duties, including but not limited to: preparing mail (regular, certified, return receipt), maintain USPS accounts for meter, maintain mail supplies, handle and distribute incoming and outgoing mail, and on occasion deliver mail to post office.
- 9) Assist with document filing, retention, and destruction in accordance with published state requirements.
- 10) Create and/or process invoices, record incoming payments, generate receipts, prepare bi-weekly bank deposit, and assist with account reconciliations.
- 11) Assist Office Manager with annual workers compensation payroll audit and annual financial audit.
- 12) Assist in duties of and serve as back-up Board Secretary for Board of County Road Commissioners including but not limited to setting agendas, creating meeting schedule, prepare meeting minutes, travel arrangements, etc.
- 13) Assist Office Manager in collecting and preparing documents and responses to FOIA requests.
- 14) Maintain union seniority list.
- 15) Attend necessary trainings and conferences regarding payroll and human resources.
- 16) Process accident and incident damages forms with appropriate insurance pools.
- 17) Assist with benefits administration and backup for contacting TPA with insurance claims processing.
- 18) Other duties as assigned.

MINIMUM QUALIFICATIONS

- Associate degree in Business related field or equivalent work experience.
- Excellent written and verbal communication skills necessary to tactfully communicate with employees and the public in a courteous manner.
- Experience operating a wide variety of office equipment (adding machine, copier, fax, computers, etc.)
- Knowledge of mail procedures
- Knowledge of relevant legislation, policies, and regulations related to payroll.

- Ability to problem solve through analytical thinking and reasoning
- Highly proficient using Microsoft Word and Excel
- Able to work with minimal supervision or oversight as well as in a team environment.
- Excellent attention to detail with strong organization skills
- Valid driver's license.
- Willing and available to travel occasionally.

DESIRED QUALIFICATIONS

- Bachelor's degree or equivalent work experience in Accounting, Business Administration, Office Administration, or another related field.
- Certification related to human resources and/or accounting
- Certification in Microsoft Products

PHYSICAL AND MENTAL DEMANDS

Ability to hear normal voice and telephone conversation, with or without hearing device; ability to speak and be understood under normal circumstances; ability to read and understand written and spoken language; ability to see, with or without vision aid and to concentrate for long hours at a computer screen. Use of fine motor skills and dexterity to type and input computer information and use other business machines. Use of gross motor skills for filing, handling of paperwork, and office equipment. Ability to communicate with a variety of audiences. Ability to understand and work with numbers and detail work.

The above statement reflects the general duties considered necessary to describe the primary functions of the position and shall not be considered a detailed description of all the work requirements that may apply to this position. It is not intended to limit the scope of the position or the right of the supervisor to assign, control, or direct the work of employees under their supervision.

EMPLOYMENT STATUS

It is the policy of the Commission that all employees in this job classification are employed at the will of the Commission and may resign or be dismissed with or without cause or notice at any time during employment.

NOTE

The above position description has been developed based on the guidelines defined by the Americans with Disabilities Act (1990).