

EMMET COUNTY ROAD COMMISSION
JOB DESCRIPTION

TITLE: Accounting Clerk

GENERAL SUMMARY:

Under the general direction of the Finance Director/Office Manager, performs a variety of complex tasks relating to Human Resources, Payroll, Accounts Payable, and as required.

ESSENTIAL FUNCTIONS:

- Prepare necessary employee benefit records at time of hiring. Responsible for maintaining confidential personnel files and related employee records. Assures correct benefits to employees and retirees. Process health and life insurance forms. Notifies insurance carriers of changes in coverage
- Complete payroll process from data input, double checking employee information for accuracy, correct coding, and equipment usage, running necessary reports, and preparing checks/electronic payroll deposits with appropriate pay rates and deductions.
- Maintains accurate, current, and necessary withholding and deduction forms. Computes and posts information to employee records including vacation, personal leave, sick leave, funeral leave, and jury duty. Prepares documentation for auditors as requested.
- Prepares employee overtime reports for equalization and seniority listings.
- Prepares required payroll reporting monthly, quarterly, and annually with regards to MERS, MESIC, federal and state taxes, W-2's, workers compensation, and others.
- Develops and maintains job descriptions, advertisements, and interview questions for all positions.
- Arranges for required employee training and maintains proper file documentation.
- Attends necessary trainings and conferences regarding payroll and human resources.
- Assists Equipment Superintendent in maintaining a safety program which requires necessary meetings, records, trainings, and other related duties.
- Process accident and incident damages forms with insurance pools MCRCSIP and CRASIF.
- Posts Accounts Payable invoices and processes checks.
- Provides back-up coverage for other office staff members.
- Other accounting tasks as assigned.
- Serves as primary back-up to Administrative Assistant position with regards to phone answering, processing daily mail, and assisting customers at the front window.

The duties stated here are intended to describe the general nature and level of work being performed by an employee assigned to this classification. They are not to be construed as an

exhaustive list of all duties and responsibilities which might be assigned to personnel, so classified

QUALIFICATIONS:

Minimum Qualifications:

- Associate or bachelor's degree in Accounting, Business Administration, or related field is required. Three to five years of responsible office experience, preferably with emphasis on payroll or human resources.

Desirable Qualifications:

- A high level of confidentiality in handling employee information and sensitive situations is required.
- Computer skills necessary to effectively utilize word processing, agency software, databases, spreadsheets, scanning and imaging, e-mail, internet, and meeting scheduling required.
- Ability to deal effectively and courteously with employees and the public in person and in writing.
- Ability to maintain adequate files and documentation as required.

Other combinations of education and experience which could provide the necessary knowledge, skills and abilities to perform the job may be considered.

PHYSICAL REQUIREMENTS:

The ability to perform minor manual tasks for periods of time and the ability to communicate effectively, verbally and in writing are required. All employees in this position will be required to work independently (unassisted) to do any or all of the duties described. 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. Candidates whose abilities make them unable to meet these requirements will still be considered fully qualified if they can perform essential functions of the job with reasonable accommodation.

- Physical Mobility - Ability to walk extended distances and climb stairs or ramps to access Commission and other work-related locations and facilities.
- Vision and Sight - Ability to read instructions, directions, and similar written information in letters, memoranda, forms and other documents.
- Hearing/Speaking- Ability to converse orally with standard telephones and radios to receive and communicate information to employees and the public.

Agility/Movement- Ability to lift, push, pull, and manipulate tools, equipment, supplies, and other objects often weighing upwards to 40 pounds.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job.

While performing the duties of this job, the employee regularly works at a desk

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.

The job description does not constitute an employment agreement or contract between the employer and the employee. The employer has the right to revise this job description at any time.