

# **CITY OF BLOOMFIELD HILLS JOB DESCRIPTION**

## **FINANCE CLERK**

**Supervised By:** Finance Director/Treasurer

**Supervises:** No supervisory responsibility

**FLSA status:** Part – Time up to 32 hours / week; Non-exempt

**Compensation:** DOQ

### **Position Summary:**

Under the supervision of the Finance Director/Treasurer, administers the payroll function for the City. Makes all required changes to the payroll system and assists in human resources administration through records management and ongoing employee interaction. Performs various other financial duties, and working in a team concept, assists in all aspects of customer service at the counter and by phone.

### **Essential Job Functions:**

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

1. Prepares payroll, assures the accuracy of wages, deductions, taxes and other payroll generated amounts. Posts all payroll journal entries.
2. Maintains employee records related to pay adjustments, leaves of absence, vacation accruals, longevity pay, separation settlements and other pertinent data.
3. Performs actions related to employee benefits administration including retirement savings, insurance policies, coverages, records and claims with insurance carriers and benefit providers. Provides assistance to employees with benefit questions and concerns.
4. Implements changes to the system including negotiated settlement changes for payroll and benefits. Maintains records of enrollment and billing for various employee benefit programs.
5. Complies with mandated insurance coverage requirements for terminated employees and retirees. Processes monthly billings for any required payments.
6. Assures that the appropriate monthly, quarterly, and annual reports for Social Security, federal, state, local withholding taxes, pension and deferred compensation are filed.
7. Performs various reconciliations for bank accounts, credit cards, bonds and other transactions. Posts related journal entries.
8. Maintains and processes paperwork for new hires.

9. Assists the Finance Director/Treasurer with other aspects of wage and benefit reporting and related calculations.
10. Performs other tasks in support of the financial system and the treasury operation.
11. Works cooperatively with other City Hall employees as one member of an office team performing other assigned administrative tasks pertaining to public inquiries and services.
12. Performs other duties as assigned.

**Required Knowledge, Skills, Abilities and Minimum Qualifications:**

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

Requirements include the following:

- Experience in the principles of bookkeeping.
- Knowledge of the principles, methods and techniques of bookkeeping and financial reporting.
- Ability to gather data and prepare accurate and timely records, reports, notices, memos and letters.
- Ability to establish and maintain effective working relationships and use good judgment when dealing with confidential information, employees, retirees, benefits providers, payroll contractors and other professional contacts.
- Ability to work effectively within payroll deadlines.
- Ability to convey and understand information effectively and promptly through speaking, hearing, reading and writing.
- Skill in the use of office equipment and technology, including Microsoft Suite applications; and the ability to learn payroll and financial programs and databases.

**Preferred Qualifications include the following:**

Higher education in accounting, finance and related fields. Associate's degree, Bachelor's degree or trade school experience may be considered.

- Knowledge of the laws, ordinances and related legislation pertaining to the administration of payroll, pensions, and employee benefits.
- Knowledge of the structure, policies, procedures, and regulations of municipal government.

**Physical Demands and Work Environment:**

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the 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 regularly required to communicate with others, and view and produce written documents. The employee is frequently required to use hands to finger, handle, or feel. The employee must occasionally reach with hands and arms, bend or crouch, and stand or walk. The employee must regularly lift and/or move items of light weight. The employee must be able to sit for extended periods of time.

While performing the duties of this job, the employee regularly works in a business office setting where the noise level is quiet.