

KEWEENAW COUNTY ROAD COMMISSION JOB DESCRIPTION

TITLE: Payroll Clerk (part-time)

GENERAL SUMMARY:

Under the general direction of the Engineer-Manager and Finance Director, performs a variety of accounting tasks such as computing and preparing payroll, payroll related taxes, reports and is the office receptionist. Operates a computer to process the payroll and accounting functions. May also provide typing and filing assistance to the Engineer-Manager as time permits.

EXAMPLES OF DUTIES:

Double checks employee information including employee numbers, codes for projects worked on and equipment used, payroll changes, adding new employees and changing payroll deductions or pay rates, equipment rental rates, and changes in job cost accounts.

ESSENTIAL JOB ELEMENTS AND PHYSICAL DEMANDS (ADA):

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| Physical Mobility - | Ability to walk extended distances and climb ramps and stairs 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 20 pounds. |

DESIRABLE QUALIFICATIONS:

High school graduation or equivalent education and supplemented by courses in business administration, secretarial science and related fields and two years responsible office services experience including payroll and accounting assignments. Ability to deal with employees and the public tactfully and courteously, ability to operate various types of office equipment including calculators, FAX machines, copy machines, computers, and word processing equipment.

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

Adopted -
FLSA -A