



JOB DESCRIPTION

General Description

The purpose of this class within the organization is to process the city's payroll, maintain accurate records, and prepare related statistical reports.

Duties and Responsibilities

The functions listed below are those that represent the majority of the time spent working in this class. Management may assign additional functions related to the type of work of the class as necessary.

- Prepares and processes employee payrolls, including bi-weekly payroll, safety program incentive payroll, and longevity pay awards. This includes the keying of hours and new garnishments, processing checks and direct deposits, updating the payroll and fund ledger systems.
- Sends out transmittal sheets, overtime sheets and personnel leave reports to each department; enters department hours in CSI system; and processes payroll to produce checks for biweekly payroll; submits check request to Assistant Finance Director for approval.
- Processes the payment of net payrolls, and deductions for taxes, child support, credit union deposit, deferred compensation and other programs/services; prepares monthly bills for payment on various insurance and payroll deductions; prepares check request for payments; and reconciles various deductions state and federal taxes and FICA taxes to the general ledger.
- Prepares overtime spreadsheets for each employee; and prepares monthly overtime reports for the Public Safety Departments,
- Prepares direct deposit and delivers it to the Assistant Finance Director for processing; prints payroll checks and direct deposit notifications; updates payroll check information as needed.
- Processes tax payments: calculates taxes to be called in to electronic Federal Tax Payment System (EFTPS) and Georgia Department of Revenue Electronic Funds Transfer (EFT); prepares Employer's Quarterly Tax and Wage Report and submits to the GA Department of Labor; prepares and submits 941 Employer's Quarterly Federal Tax return and the G-7 Quarterly Tax return.
- Prepares, processes, maintains, and submits paperwork necessary to the functions of this position; these documents include payroll registers, contributions and fringe reports and ledgers, overtime reports, W-2's, monthly bills of payment on various insurances and payroll deductions, check requests, tax reports, reconciliations, garnishments, etc.
- Performs various banking duties: counts all money submitted for deposit; prepare and balance daily deposit banks; process deposit using the Remote Express Deposit Machine; distribute daily deposit to appropriate accounts via online banking; serves as petty cash custodian; copy and distribute returned checks.
- Completes miscellaneous projects assigned by the Assistant Finance Director.

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City of Americus, GA



Title: Payroll Technician

Class Code: 1405

JOB DESCRIPTION

- Handles, prepares, and/or maintains the appropriate paperwork necessary to the functions of this position: receives and distributes departmental mail, accounts payable invoices, etc., prepares daily deposits, purchase orders, requisitions for supplies, etc.
- Operates a personal computer to enter, retrieve, review or modify data, utilizing Microsoft Word, CSI, Word Perfect, Excel, Lotus, word processing, spreadsheet, database, presentation, internet, email or other software; and operates general office or other equipment as necessary to complete essential functions.
- Serves as back-up to other positions in the department to include telephone operator; performs other related duties as required.

Minimum Education and Experience Requirements:

Requires an Associate's Degree or specialized courses/training equivalent to satisfactory completion of two years of college in accounting, payroll, business or closely related field; Requires two years' experience in payroll, bookkeeping, or related financial experience; Required qualifications may be any equivalent combination of education, training and experience which provides the requisite knowledge, skills and abilities for this job.

Physical Demands:

Performs sedentary work that involves walking or standing some of the time and involves sustained keyboard operations.

Unavoidable Hazards (Work Environment):

None.

Special Certifications and Licenses:

None.

Americans with Disabilities Act Compliance

The city of Americus is an Equal Opportunity Employer. ADA requires the city of Americus to provide reasonable accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

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By signing below, I confirm that I have read the above job description and understand the requirements, duties and responsibilities of the position.

Employee: _____ Date: _____

Manager: _____ Date: _____

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