

DELTA COUNTY

JOB POSTING

POSTING: Delta County is seeking qualified applicants for the position of ACCOUNTANT/PAYROLL CLERK.

DUTIES: See attached job description

QUALIFICATIONS: A four year college degree with a major in accounting. Three years in comparable job including two years experience in computerized payroll systems.

HOURS: Thirty Five Hours (35) per week.

PHYSICAL: Must be able to pass physical.

SALARY: Salry \$40,370; (effective 1/15/19 Start: \$41,178)

Candidates for this position should submit the application form, cover letter, resumé, and transcript.

Applications for the position of ACCOUNTANT/PAYROLL CLERK will be accepted through January 3, 2019 by 3:30 p.m. at the Delta County Administration Office, 310 Ludington St, Escanaba, MI 49829.

DELTA COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER

It is the County's policy not to discriminate against qualified handicapped individuals.

**JOB DESCRIPTION**  
**ACCOUNTANT/PAYROLL CLERK**

### GENERAL DESCRIPTION:

- Works under the general supervision of the County Administrator.
- Maintains the County Accounting records according to established procedures of the Michigan Uniform Accounting Principles.
- Responsible for payroll duties, creation/maintenance of personnel files, and basic labor contract interpretation.

### JOB COMPLEXITY:

- Must be able to interpret and apply contract language to the appropriate condition. Supervision is limited to the discussion of the problems.
- Have the ability to analyze and plan ahead complex tasks completion and on a timely basis. Many tasks are independent of one another. (i.e. Interpreting contract language on a non-precedent setting basis.)
- Able to reach sound conclusions and formulate recommendations.
- Have frequent contact with all employees in the County, regarding payroll procedures which may become controversial at times.
- Coordinate with departments, changes in payroll procedures, accounts payable and/or budgeting. Maintain goodwill among employees.
- Responsibility to departmental functions involving personnel matters, policy development, procedural changes and budget control.
- Monitoring all payroll records and assist with the completion of all personnel forms, including assisting new employees.
- Physically should be able to lift, carry and move materials and supplies – average weight 15-20 pounds.

### JOB DUTIES

#### ACCOUNTING DUTIES:

- Performs all necessary accounting, clerical and reporting functions in connection with the preparation, accounting, computation and recording of the payroll for the County. Includes computing wages per contract(s), payroll deduction, overtime, longevity, payment of deductions and tax reports.
- Maintains vacation and sick leave hours. Consults with employees regarding vacation, holiday, sick leave, retirement and fringe benefits.
- Meets with employees prior to their retirement to plan a leave package, complete all necessary retirement forms, and consult the employee on procedures they need to follow in order to retire. Keep an accurate accounting and timely submission of deductions and payment for the MERS Defined Contribution Plan.
- Keep accurate accounting and timely submission of the disability taxes for the Teamster Disability Account. Update employees' payroll records to reflect disability payments.
- Maintain the Health Savings and Flex Spending plan employee accounts; make timely submission and accurate accounting of payments/deposits on a yearly and bi-weekly basis.

- Process employee deductions to the AFLAC insurance, maintaining individual employee accounts and submission of payments.
- Perform all accounts payable functions, checking each voucher from all departments for accuracy, purchase order and proper signature and line items, for all county offices. Make journal transfers in the appropriate funds in the computer system.
- Maintain support data for service payments for 1099 reporting to the IRS. Issues 1099 forms and reports.
- Perform a variety of general accounting functions involved in the development, maintenance and review of the County budget and fiscal accounts.
- Prepare budget information regarding salaries and fringe benefits for the budget process. Work on confidential contract proposals.

#### PERSONNEL DUTES:

- Responsible for the clerical duties related to the maintenance of personnel records of division/department employees.
- Maintains confidential files of personnel transactions and other employment information for all employees.
- Responsible for the maintenance of individual contracts and union contracts with accurate accounting of benefit programs.
- Required to direct new employees with the new hire forms packet.
- Must have access to personnel files and personnel information. Must maintain confidentiality with regards to payroll, personnel and contract proposal information.
- Ability to deal tactfully and interact with the employees, vendors and public officials.

#### MINIMUM QUALIFICATIONS:

Education: Requires a four year college degree with a major in accounting. Three years in comparable job including two years experience in computerized payroll systems. Must be familiar with IRS regulations. Must be bondable. Must have ability to communicate clearly and effectively.

Board Approved Title name change on 9-19-17 as part of the Contract Settlement with AFSCME Courthouse