

BOARDMAN TOWNSHIP
An Equal Opportunity Employer
POSITION DESCRIPTION

Position Title:	Payroll and Account Coordinator	Name of Incumbent:	
Office/Division:	Fiscal Office	Employment Status:	Full-time
Reports To:	Chief Financial Officer	FLSA Status:	Non-Exempt

QUALIFICATIONS (An Example of Acceptable Qualifications):

High school or GED equivalent supplemented by coursework in general office practices such as typing, filing, payroll processing, accounting and bookkeeping, data processing, or an equivalent combination of related education and experience.

LICENSURE OR CERTIFICATION REQUIREMENTS

None.

MINIMUM ACCEPTABLE CHARACTERISTICS (*Indicates Developed After Employment)

Knowledge of: *Township goals and objectives;*Township policies and procedure; office practices and procedures; basic accounting; basic bookkeeping; English grammar and spelling; records management; office management; Microsoft Office suite (word processing, database, and spreadsheet software, and internet applications; *Township financial procedures; payroll processing

Skill in: Typing; data entry; computer operation; use of modern office equipment.

Ability to: Carry out instructions in written, oral, or picture form; deal with problems involving several variables within familiar context; define problems, collect data, establish facts, and draw valid conclusions; calculate fractions, decimals, and percentages; maintain records according to established procedures; communicate effectively; answer routine telephone inquiries.

ESSENTIAL FUNCTIONS OF THE POSITION (For purposes of 42 USC 12101)

1. Processes Township payroll and all related deductions, contributions, and other payments (e.g. retirement system; insurance premiums, workers' compensation payments, etc.); receives and reviews payroll submissions from various township departments to ensure compliance with applicable collective bargaining agreements; reviews, verifies and reconciles payroll register computer output; maintains and updates all payroll information contained in computer database (e.g., name, address, tax deductions, exemptions, insurance deductions, garnishments, etc.); enters all data used in the preparing and producing of the county payroll (e.g., wage rate, hours worked, deductions, dues, taxes, PERS, etc.); process paychecks and direct deposits; transfers payroll to Fiscal Officer; prepares disbursements and charge backs to the proper fund accounts; distributes clothing allowance; etc.

Date Adopted: _____
Date Revised: _____

Developed by:
Clemans Nelson & Associates, Inc.

BOARDMAN TOWNSHIP

An Equal Opportunity Employer

POSITION DESCRIPTION

Page 2 of 3

Position Title:	Payroll and Account Coordinator	Name of Incumbent:
------------------------	---------------------------------	---------------------------

2. Prepares tax withholding deposits; prepares federal, state, local tax related documents and submits to government agencies; compiles data and prepares monthly, quarterly and year end reports submitted to governmental agencies; prepares, produces, and verifies data input/output for W-2 forms; etc.
3. Enters all purchase orders into computer system and pays vendors (e.g., records vendor number and appropriation code; creates new vendor accounts; maintains vendor files; reconciles vendor activity against general ledger; obtains approval of purchase order from Fiscal Officer; files copies; processes purchase orders for payment; responds to basic inquiries from vendors; etc.).
4. Requests and maintains reimbursements related to certain activities; assists with entering other finance related data into computers; etc.
5. Prepares reports (weekly, monthly, yearly, etc.) regarding cases or operation of department as required by Fiscal Officer.

OTHER DUTIES AND RESPONSIBILITIES:

1. Performs other related duties as assigned.

EQUIPMENT OPERATED (The Following Are Examples Only and Are Not Intended To Be All Inclusive)

Phone switchboard, computer network, personal computer, including word processing software, copy machine, fax machine, scanner, camera, and calculator.

INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS:

The employee: has exposure to chemical compounds found in an office environment (e.g., toner, correction fluid, etc); may have exposure to upset and distraught visitors to the Township.

SUPERVISION RECEIVED: Works under the supervision of the Fiscal Officer.

POSITIONS SUPERVISED: None.

Note: In accordance with the U.S. Department of Labor physical demands strength ratings, this is considered sedentary work.

Date Adopted: _____

Developed by:

Date Revised: _____

Clemans Nelson & Associates, Inc.

BOARDMAN TOWNSHIP

An Equal Opportunity Employer

POSITION DESCRIPTION

Position Title: Payroll and Account Coordinator

Name of Incumbent:

This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. My (*employee*) signature below signifies that I have reviewed and understand the contents of my position description.

(Approval of Appointing Authority)

(Date)

(Employee Signature)

(Date)

Date Adopted: _____

Developed by:

Date Revised: _____

Clemans Nelson & Associates, Inc.