

Payroll and Benefits/Clerk III

Job duties:

New employees in processing-

1. Set appointments for drug screening and pre-employment physicals for potential employees.
2. Process new employees for salary, taxes, deductions, benefits, and insurance.
3. E-verify new employees
4. Submit employee information to the Alabama New Hire Program
5. Enter new hires into Asyst payroll program

Payroll-

1. Input data into the payroll program.
2. Maintain payroll records; enter changes in exemptions, insurance coverage, savings deductions, child support and garnishments and retirement tier.
3. Ensure hours work adhere to ACA and insurance standards.
4. Prepare and print payroll checks.
5. Complete retirement reports
6. Maintain employee confidence and protect payroll operations, keeping information confidential.
7. Must be available to work on payroll days (monthly and bi-weekly).

Employee out processing-

1. Provide information about post employee insurance (COBRA).
2. Provide information on retirement options.
3. Cancel benefits and supplemental insurance.

Compiling, maintaining and submitting reports-

1. Prepare reports by compiling summaries of earnings, taxes, deductions, and leave.
2. Prepare and submit federal and state tax deposits.
3. Prepare and file quarterly federal and state tax forms, SUI reports, and reimbursements.
4. Prepare and submit Alabama Department of Industrial Relation reports and payments for the City of Daleville General Fund and Daleville Water Works and Rescue.
5. Prepare biweekly and monthly deduction payments for City Clerk.
6. Collect data, edit information, and print reports for W-2 and Form 1099.
7. Print and submit annual tax documents to state and federal authorities.
8. Prepare and submit monthly Water & Sewer, Court, Senior Citizens and E-911 reports.
9. Prepare and submit annual Department of Justice Equitable Sharing Agreement and Certification.
10. Maintain inventory of vehicles, their titles, registration, and tags for all departments.

Banking

1. Receipt incoming checks and payments checks
2. Enter checks into Positive Pay and approve exceptions
3. Print statements as needed
4. Preparing and presenting weekly deposits at the bank

Fire and Rescue

1. Prepare monthly fire and rescue reports with documentation.
2. Record all payments and prepare weekly deposits.
3. Serve as secretary to the Rescue Board
 - taking minutes
 - preparing the agenda
 - providing board members with updated bill list, bank balances, and collections.
4. Gather and organize monthly bills for each.
5. Onboard new hires.

Planning Commission

1. Serve as Secretary for the Daleville Planning Commission.
 - call meetings as necessary
 - prepare agenda
 - take minutes and maintain records and documents

Workers Compensation-

1. First contact with Millennium Risk, answering inquiries, gathering necessary information, communicating on open claims.
2. Maintain Workers' Compensation files.
3. Prepare annual Audited Payroll for MWCI.

Other-

1. Set up annual Health Screenings.
2. Arrange random drug testing.
3. Prepare and submit annual Department of Justice Equitable Sharing Agreement and Certification.
4. Maintain vehicle titles, registration, and tags for all departments.
5. Additional duties as assigned

Qualifications:

1. High school graduate
2. Must be bondable
3. Basic computer skills
4. Effective communication skills
5. Travel may be required to attend meetings and seminars