

Job Title: Payroll/Payables Clerk
Classification: Full-time
Department: Clerk
Reports To: County Clerk & Deputy
Location: 525 E. Grand Ave.

Prepared By: County Clerk
Prepared Date: May 25, 2015
Approved By: Human Resources
Approved Date: 2/3/2016
FLSA Status: Exempt

Job Summary: Is responsible for carrying out accounting functions in an assigned area including payroll, accounts payables and expenditures, general ledger, bank reconciliation and maintaining employee files. Provide responsible financial assistance to the County Clerk, Deputy County Clerk, Elected Officials, and Department heads, vendors and the general public.

Supervision Received and Exercised: Exercise no supervision. Receive general supervision from County Clerk and Deputy County Clerk.

Essential Duties and Responsibilities:

Important and essential duties may include, but are not limited to, the following:

- Track employee hours, benefits, and payroll.
- Process payroll and tax payments.
- Process health insurance payments, changes, and cancellations for the County and outside boards.
- Manage general county financial activities including vouchers; create requisitions, check all department invoices for accuracy including identification and tracking of unusual transactions and check duplicate payments.
- Prepare and mail bi-weekly accounts payable warrants for the County.
- Process all federal, state and local reports as required.
- Maintain vendor list to include entering new vendors for County departments and maintain W9 and 1099 records.
- Prepare monthly budget actuals for submittal to Elected Officials and Department Heads.
- Tracks employment trends and completes employment surveys.
- Process accounts payable for all County business.
- Tracks expenditures for aid in budget process.
- Prepares and reconciles invoices to City of Laramie and outside agency use of County property or utilities.
- Balances Clerk bank account.
- Aids in Human Resource responsibilities dealing with employee or payroll related or benefit questions.
- Perform the full range of Clerk duties including processing and transmitting marriage licenses to the State of Wyoming Vital Records and issuing Wyoming Certificates of Titles.

- Serve as an information source; answer the telephone, and greet, and assist external and internal parties in a professional manner; provide general information on departmental, county and state policies and procedures within area of assignment; refer call to appropriate department personnel.
- Provide support with the conduction of elections and assist voters in locating polling locations and provides general election related information.
- Adhere to safe work practices and procedures.
- Attend and participate in staff meetings, and related activities.
- Attend workshops, conferences, and classes to increase knowledge.
- Perform other duties as assigned or required by County Clerk or Deputy County Clerk.

Qualifications/Requirements:

- Knowledge of math or accounting background.
- Working knowledge of Word, Excel, Outlook, Publisher, and Adobe Acrobat.
- Knowledge of, and operate standard office equipment.
- Knowledge of customer service standards and protocol.
- Excellent skills in dealing with the public.
- Strong communication/organizational skills.
- Maintain confidentiality.
- Type and enter data at a speed necessary for successful job performance.
- Maintain numerical, alphabetical, and subject matter filing systems and archiving.
- Government accounting programs.
- Principles and practices of accounts payable.
- Pertinent Federal, State and local laws, codes and regulations.
- Ability to plan and organize work to meet schedules and time lines.
- Work independently and exercise independent judgment.

Education/Training/Experience:

- Associates Degree in Accounting which includes the completion of intermediate accounting courses or Associates' Degree in Business, Finance, Banking, Booking or Office Occupations which include completion of elementary accounting courses and two (2) year's accounting experience; or an equivalent combination of education, training and experience.
- Must be a Notary Public.
- Must be Bondable.