

## **PAYROLL/BILLING SPECIALIST**

### **General Summary**

Manages and processes all aspects of payroll. Manages employee benefits. Maintains and performs utility billing (water and sewer). Manages and performs office election procedures and maintains voter registration files. Billing and maintenance of cemetery records. Customer Service. Maintenance of other miscellaneous services.

### **DUTIES**

#### **Payroll and Employee Benefits**

- Processes timesheets, payroll checks and ACH direct deposits.
- Process remittance checks and EFTs for benefit deductions and expenses due resulting from payroll processing.
- Process all reporting and payments for Social Security, Medicare, federal income tax, state income tax, state unemployment insurance, retirement, union dues and other benefits; includes quarterly federal 941 reports and state unemployment reports; yearly W-2s.
- Process and maintain records for new hires, terminations, and current employees.
- Yearly payroll audit to provide information to the State Auditor.
- Ensures federal and state posting requirements are met.
- Provides information and reports for departments (leave, hours, etc.).
- Attend training and conferences to ensure compliance with relevant regulations.
- Manages workers' compensation insurance plan, including reporting and managing all injuries, yearly reporting MIOSHA and yearly audit.
- Administer employee benefits, including leave, insurances (health, dental, vision), EAP (employee assistance program), short term/long term disability insurance, life insurance, MERS retirement plans (DB, DC, 457b, HCSP), and other benefits.
- Manages yearly insurance and benefit renewals.

#### **Utility Billing**

- Add, delete, update all customer accounts as needed. Maintain ownership changes, mailing address updates. Process any adjustments and rate changes as necessary prior to billing.
- Coordinate with water/sewer operator to obtain monthly meter readings prior to billing.
- Produce printed monthly utility bills (820+), prepare for mailing (USPS commercial automation).
- Process ACH file (AutoPay) monthly. Maintain all bank information for ACH processing.
- Process penalties monthly.
- Process shutoff letters and lists, attempting to collect payment for past due accounts.

### **Election**

- Executes office election preparation process, including maintaining voter registration files via QVF (Qualified Voter File).
- Manage the sending and receiving of all AV (absent voter) applications and AV ballots.
- Attend training and conferences to ensure compliance with election laws.
- Produce and maintain voter records (voter ID cards and Mastercards via QVF Inbox).
- Manage required document retention for all election records.

### **Cemetery**

- Maintains all cemetery records (deeds/burial rights, interment records, perpetual care, cemetery care).
- Manage paperwork and schedule for interments and other activities in the cemetery.
- Manage and bill yearly for Cemetery Care.

### **Customer Service**

- Counter and telephone services (receiving bill payments, provide information (or refer to appropriate source) regarding property taxes, utility billing, cemetery, various township services).
- Proves cash and makes bank deposits as needed.
- Performs duties of Bookkeeper or Board Secretary in their absence.

### **Miscellaneous Duties**

- Print accounts payable checks biweekly or as needed.
- Manage documentation retention for applicable job duties as required by State of Michigan law.
- Yearly miscellaneous billings.
- Create various forms, documents, letters.
- Ensure all job applicable software (payroll, timesheets, utility billing) is functional and updated.

The above statements are intended to describe the general nature and level of work being performed by people assigned this classification. They are not to be construed as an exhaustive list of all job duties performed by personnel so classified.

### **SKILLS REQUIRED**

- Computer skills (must be proficient with word processing, spreadsheets, software programs)
- Office Equipment usage (copier, adding machine, postage machine, multiline telephone system)
- Excellent written and verbal communication skills

### **EMPLOYMENT QUALIFICATIONS**

- High School graduate or equivalent; Associate Degree in Accounting or related field preferred.
- One year of related experience in payroll and bookkeeping.
- Knowledge of good customer relations practices.
- Ability to establish work priorities to ensure completion of job tasks within a specified time with little or no supervision.
- Experience in office procedures along with ability to type and operate office machines.

### **LICENSE/CERTIFICATION**

- Must be bondable.

### **ESTIMATED ON THE JOB TRAINING PERIOD**

- 6 months to one year

The qualifications above are guidelines; alternative qualifications may be substituted if sufficient to perform the duties.