



**ACCOUNTS PAYABLE/PAYROLL SPECIALIST
CITY OF BOONE, IOWA**

Job Title Accounts Payable/Payroll Specialist

Salary \$19.00 - \$22.00 per hour

Status Full-Time

Closing Date June 10, 2024, 11:00 A.M.

The City of Boone, Iowa has an opening for a full-time Account Payable/Payroll Specialist.

Under the general supervision of the City Finance Officer, performs duties associated with payroll, accounts payable, human resources, and general clerical duties for all city departments.

The typical work schedule is 8:00 a.m. to 5:00 p.m. Monday through Friday. This is an on-site position.

Applicants should possess a high school diploma and knowledge of basic business mathematics. Preference will be given to those with payroll experience. Organizational skills and attention to detail are critical. The successful candidate will be proficient in meeting deadlines and operating a personal computer (Microsoft Excel, Word, and Outlook will be used extensively).

Applicant must be a self-starter, capable of multi-tasking, dependable, and have excellent written and verbal skills.

A full job description can be found at www.boonegov.com.

If interested, please submit your cover letter, resume, City of Boone Employment Application and professional references to clerk@booneiowa.gov

EOE

**City of Boone
Job Description**

Position: **Payroll/Accounts Payable Specialist**

Reports to: Finance Officer

Department: Central Business Office

Revision Date: May 2024

GENERAL SUMMARY:

Under general supervision of the Finance Officer, performs duties associated with payroll, accounts payable, human resources, on-line resources, and general clerical duties for all city departments.

ESSENTIAL JOB DUTIES:

- Processes all accounts payable invoices. Duties include reconciling statements, review of all invoices for compliance, accurately entering invoices into accounting software, maintaining vendor information, creating accounts payable reports for council approval and for newspaper, distributing bills paid reports to Department Heads.
- Process payroll for all employees. Duties include making payroll changes, accurately enter timesheets into software and updating vacation and sick time accrual, ability to think thru issues or new situations to determine the best way to process an employee's timesheet, distribute checks to department heads, send direct deposit file to bank, process vendor checks, and file all state and federal reports timely.
- Process all benefit enrollments, terminations, and changes in a timely manner.
- Performs a variety of record keeping activities for the City such as: scanning, filing and maintaining records as set forth in the Record Retention Manual and or internal policy for all records pertaining to accounts payable, payroll, and personnel files.
- Customer Service duties both internally and externally through verbal and written communications. Including but not limited to accounts payable, payroll, and human resources.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:

Individual must possess the following knowledge, skills, and abilities or be able to explain and demonstrate that the individual can perform essential functions of the job, with or without reasonable accommodation, using some other combination of skills and abilities. Individuals must meet the necessary physical requirements with or without the aid of mechanical devices, to safely perform the essential functions of the job.

- Knowledge of standard office practices and procedures.
- Knowledge of proper format for various forms and reports.
- Skill in dealing with the public in a courteous, helpful manner. Skill in working with a variety of individuals.
- Knowledge of proper English grammar and usage including business writing techniques.
- Ability to proficiently operate general office equipment, such as a computer (including Word and Excel programs and accounting software), desktop calculator, copy machines, and typewriter.
- Ability to accurately prepare reports, letters, and other documents using Microsoft Word and/or Excel. Ability to proofread and check work for accuracy.
- Ability to effectively communicate in written and oral form using standard rules of grammar and spelling.
- Ability to maintain orderly files and records both paper and electronic form using standard alphabetical and numerical sequencing.

ENTRY REQUIREMENTS:

High school diploma or ability to read, write, and perform basic business mathematics. Payroll experience is preferred.

WORK ENVIRONMENT:

Works inside seated at a desk for extended periods of time. Work includes frequent interruptions and meeting various deadlines. Minimal physical activity is required.

1. Marginal functions of positions that are incidental to the performance of fundamental job duties have been excluded from our job descriptions.
2. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.
3. Job descriptions in no way state or imply that the description includes every duty to be performed by the employee occupying the position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor.
4. The City reserves the right to change or reassign job duties or combine positions at any time.