

CITY OF LOCK HAVEN, PENNSYLVANIA

Job title: Payroll & Finance Clerk

Work Site: Lock Haven City Hall (20 E Church St.)

Work Hours: (8Hrs/Day) (40 Hrs/Wk) between 8:00AM to 5:00PM daily

Salary / Benefits: \$18.05 per hour

Benefits:

HEALTH	DENTAL	OTHER
HIGHMARK BC/BS	UNITED CONCORDIA	
Copay: \$15/\$30/\$75	Copay: \$0.00	\$25,000 term life insurance
Deductible: \$0.00	Deductible: \$0.00	\$375 per year in health reimbursements
Individual \$54.47/pay	Individual \$1.28/pay	Prescriptions: \$0-\$50 (30-day supply)
Family \$129.01/pay	Family \$3.45/pay	

PTO: first year 6 days paid vacation (pro-rated), paid holidays, 4 personal days, and earn 1 sick day per month that can be banked to 640 hours.

Supervisor: City Manager

Job Summary:

- Performs skilled administrative functions to provide for the city’s biweekly payroll for about 54 fulltime employees and seasonal part-time employees. Work includes assistance with the administration of employee benefits and accurate reporting and filing of all federal, state, and local taxes and required labor and benefit information.

Essential Job Functions:

- Enters, maintains, and/or processes information in the payroll system; information may include employees’ hourly rates, salaries, or other compensation, time worked, paid leave and holidays, deductions and withholding, address changes, and other information.
- Ensures newly hired employees complete all appropriate onboarding paperwork
- Ensures proper processing of payroll deductions for taxes, benefits, charitable contributions, and other deductions.
- Completes records, reporting, and other documentation required by federal, state, and provider rules, regulations, and policies including annual W-2 filing and distribution
- Facilitates accurate and timely delivery of employer contributions and employee payroll deductions to carriers, plan administrators, or other appropriate service providers.
- Attends professional education training and conferences to maintain knowledge of trends, developments, and best practices in compensation and benefits administration.
- Performs other duties as assigned.

Qualifications:

- Education & Experience:
 - Bachelor’s degree in Human Resources, Business, Finance, or related preferred.
 - SHRM-CP or SHRM-SCP preferred.
 - High school diploma or equivalent required.
 - Two years of experience in accounting or bookkeeping with at least six months of experience in payroll preferred.

- Demonstration of Skills and Abilities
 - Excellent organizational skills and attention to detail.
 - Excellent verbal and written communication skills.
 - Excellent time management skills with a proven ability to meet deadlines.
 - Proficient with Microsoft Office Suite or related software.
 - Proficient with or the ability to quickly learn payroll software.
- Must be able to pass a background examination and drug screening

Physical Performing Elements:

- Lifting and carrying 20-50 pounds
- Frequent bending, kneeling and reaching
- Standing for long periods of time
- Sitting for long periods of time

Mental Performing Elements:

- Organizing and coordinating schedules
- Analyzing and interpreting data
- Problem-solving
- Communicating with the public
- Creating written communication
- Basic mathematic operations

When duties and responsibilities change and develop the job description will be reviewed and subject to changes of business necessity.