

JOB VACANCY ANNOUNCEMENT**“CORRECTED SALARY”**

POSITION: Accounting/Payroll Clerk

DEPARTMENT: Duplin County Finance

SALARY: Grade 66 Starting Salary: \$14.9457 Hourly / \$31,087 Annually
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OPENING DATE: July 18, 2018 “OPEN UNTIL FILLED”

APPLY AT: Duplin County Personnel Office
County Administration Building - 224 Seminary Street
Kenansville, NC 28349
910/296-2174 "Equal Opportunity Employer"

GENERAL DESCRIPTION OF DUTIES

Under general supervision, the purpose of the position is to perform specialized accounting work involving payroll accounting, accounts payable, accounts receivable, general ledger, data processing, and fiscal control work. Position performs related work as required.

SPECIFIC DUTIES AND RESPONSIBILITIES**EXAMPLES OF ESSENTIAL FUNCTIONS**

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

Reconciles bank statement(s).

Checks accounts payable invoices against the checks that are written or against the check register for accuracy in keying, coding, and following of county policy.

Maintains fixed assets inventory.

Keys, reconciles, and files of various reports; Keys, bills and reconciles receivables.

Responsible for the accurate and timely compilation, preparation, confirmation, and completion of payroll information used to produce records that result in payments to employees, federal agencies, state agencies, and other entities in accordance with the laws and regulations set forth by federal, state, and county government.

Calculates and prepares federal withholding, FICA, and state withholding tax deposits.

Distributes payroll service reports to departments, reviews for accuracy, makes and posts adjustments, verifies data entry, and accuracy of payroll printouts.

Verifies W-2 information, prepares W-2 transmittal, and prepares W-2 forms for delivery.

Reconciles, prepares vouchers, electronic files for up-load, and journal entries, for all payroll deductions.

Maintains year-to-date payroll control totals.

Prepares payroll-related reports, submits by due dates, and corresponds with recipient agency on clarification or modification of required information.

Researches payroll records to respond to information requests.

Acts as finance office point of contact to County departments with payroll input/processing problems.

Convert current payroll records system to digital files.

Serves as back-up for applying metered postage and central phone receptionist's.

Balances county investments monthly.

Maintains and prepares records for escheats and submit electronic files to the State Treasurer's office.

Prepares payroll data the annual audit, indirect cost plan and OPEB reports.

Attends training as requested. Performs other duties as assigned.

MINIMUM TRAINING AND EXPERIENCE

Bachelor's degree in accounting with one (1) to three (3) years of direct payroll processing or governmental payroll experience or Associate's degree with course work emphasis in accounting and three (3) to five (5) years of direct payroll processing or governmental payroll experience or six (6) to ten(10) years of direct payroll processing or governmental payroll experience or an equivalent combination of education, training, and experience.

SPECIAL REQUIREMENTS

Individual must possess a valid North Carolina driver's license.