

**VILLAGE OF SUGAR GROVE
POSITION DESCRIPTION**

Position Title: Office Assistant – Accounts Payable/Receivable and Payroll
Department: Finance
Reporting Structure: Finance Director
FLSA Status: Non Exempt

GENERAL PURPOSE

Performs routine clerical, accounting, and administrative work in accounts payable, accounts receivable, payroll, and general administration.

SUPERVISION RECEIVED:

Works under the general supervision of the Finance Director

SUPERVISION EXERCISED

None generally.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Prepares and verifies monthly payrolls; prepares, disperses and collects time sheets.

Maintains data on full-time and part-time employees including total hours, changes in name or address, salary changes, exemptions and insurance; maintains vacation and sick leave records.

Calculates and pays state taxes, monthly federal taxes, medical premiums, retirement sums, etc. Answers employee questions regarding payroll checks.

Processes claims and vouchers for payment.

Prepares monthly, quarterly, and annual payroll reports.

Disburses City funds upon approval of warrants, vouchers, coupons or bonds.

Prepares employee benefit payments, maintains related data, and prepares related reports.

Maintains a daily cash balance; balances cash on hand against receipts; makes a listing of deposits by accounts; examines receipts for accuracy and completeness; deposits monies into bank.

Accumulates, calculates, posts, balances, and reconciles data for specific accounts and payroll, checks against warrant registers; identifies, traces, and otherwise resolves discrepancies in accordance with established procedures.

Prepares periodic utility, financial, statistical or operational reports as assigned.

PERIPHERAL DUTIES

Provides clerical support to other department staff as required.

Composes, inputs, and edits a variety of correspondence, reports, memoranda, and other material requiring judgment as to content, accuracy, and completeness.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

(A) Graduation from a high school or GED equivalent with specialized course work in general office practices such as typing, accounting, data processing, and

(B) two (2) years of increasingly responsible related experience, or (C) any equivalent combination of education and experience.

Necessary Knowledge, Skills and Abilities:

(A) Working knowledge of computers and electronic data processing; working knowledge of modern office practices and procedures; working knowledge of governmental accounting principles and practices.

(B) Skill in operating listed tools and equipment.

(C) Ability to perform arithmetic computations accurately and quickly; ability to communicate effectively verbally and in writing; ability to establish successful working relationships; ability to work under pressure and/or frequent interruptions.

SPECIAL REQUIREMENTS

Must be bondable.

TOOLS AND EQUIPMENT USED

Personal computer, including word processing and spreadsheet software; central financial computer; 10-key calculator, phone, copy machine, fax machine.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable

accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands to operate, finger, handle, or feel objects, tools, or controls; and reach with hands and arms.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderately quiet.