



Custer County, Montana

1010 Main Street
Miles City, MT. 59301

Payroll Clerk

January 2025

Custer County is an equal opportunity employer. Custer County shall, upon request, provide reasonable accommodations to otherwise qualified individuals with disabilities.

This position description is intended to reflect core areas of responsibility and an incumbent employees' knowledge and skill set needed to complete those functions. This document is not intended to catalog each individual duty; employees are routinely called upon to address emerging employer requirements in alignment with individual work units and assignments of jobs. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer change. Reasonable accommodations may be made to enable individuals with disabilities to perform any non-essential functions.

Job Title: Payroll Clerk

FLSA Status: Non-Exempt

Exempt

Department: Clerk and Recorder

Reports to: Clerk and Recorder

Grade: 10, Step Entry

Work Unit Overview:

Performs the following duties, some of which involve technical computer operations: processes claims, prepares and maintains payroll records, maintains all personnel files, assist customers at the counter, answers telephone and assists Clerk & Recorder with all election duties associated with the numerous elections. This desk is backup for the Recording desk, counting Treasurers' cash at end of the month and backup for mail distribution.

This could become a Deputy position after 6 months, if eligible. Which means when the Clerk & Recorder is absent, would have the responsibility to sign and perform tasks on behalf of the Clerk & Recorder.

Job Summary:

This position performs complex duties requiring attention to accuracy of work, and ability to meet deadlines. Position requires the ability to: prepare complex payroll and accounts payable reports; maintain effective and efficient computerized records; work with frequent interruptions; deal tactfully with people, and stressful situations. Deals with sensitive information that requires adherence to standards of confidentiality. This position may require working outside normal hours.

Personal Contacts: Daily contact with the public through assisting at the counter and by telephone.

Supervision Received: Supervision from the Clerk & Recorder/Election Administrator.

Supervision Exercised: In preparation for and on Primary and Election Days, responsible for assisting Clerk & Recorder/Election Administrator in supervising/training

election judges and assists the judges at the polling places during elections.

Essential Functions (Major Duties or Responsibilities): *These duties are the essential functions and are not all-inclusive of all duties that the incumbent performs.*

NON-ESSENTIAL FUNCTIONS:

Perform a variety of clerical and administrative function in support of County staff.

Physical Demands and Working Conditions: *The demands and conditions described here are representative of those the employee must meet to perform the essential functions of the job.*

Position requires ability to communicate orally and in writing; read written material; calculate; prepare payroll on customized software; balance and prepare time sheets and payroll reports; prepare claims and enters data on customized software; use computer skills to record minutes and resolutions; create computer spreadsheets and reports; apply rules and regulations including Montana Code Annotated and Administrative Rules; index and file payroll personnel records, recorded and election documents; and perform general office clerical procedures.

Position requires ability to occasionally lift and carry up to 24 pounds; push/pull seated; push/pull standing; stoop; crouch; climb; reach above shoulder level; kneel; stand; pull; grasp; and use repetitive motion. Position frequently requires ability to walk, finger, feel, talk and hear. Specific vision abilities required by this position include: far vision, mid-range vision, depth perception, color vision and field of vision.

The physical demands described here are representative of those that must be met to perform successfully the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.

AREAS OF JOB ACCOUNTABILITY AND PERFORMANCE:

General Duties: Performs general office clerical duties, and other related duties as required. Assists voters and Clerk & Recorder with precinct locations, maintains voter database to keep up to date information on voter activity and notification. Works with "Counter" customers on a daily basis to assist in birth and death certificates, deed and documents copies and assists in any other request the customers have. Provides backup for the Recording desk, end of the month counting Treasurers' cash and mail distribution.

Payroll Duties: Verifies monthly time sheet hours; enters employees hours in computer; sets up and participates in the maintenance and balancing of monthly, quarterly and annual payroll reports including W-2 reports on the computer; prepares monthly, quarterly, and annual payroll reports for state agencies; prepares adjusting entries for payroll; prepares data for direct pay. Monitors employees' vacation and sick time and sends regular reminders to use the time or lose it.

Election Duties: Assists Clerk & Recorder/Election Administrator with elections; involving regular communication with the Secretary of State's Office and the Commissioner of Political Practices. Responsible for organizing election process and procedures; maintaining voter files, setting up absentee voting and assisting all the absentee voters; supervising election judges; indexing cards, and filing documents. Packs and unpacks Ballot boxes for all elections. Assists candidates in the candidate filing process and tracking their required financial forms. Coordinates voter registration with Motor Vehicle and Welfare Departments. This desk also provides candidates and political parties with current voter lists, either on disk, e-mail or hard copy.

PERSONNEL:

This position is also the Personnel Clerk whereby it maintains and organizes the personnel files to keep them accurate and updated. This position has the responsibility to keep these locked files confidential. Provides new employee packets and monitors completion. Does all the employee payroll data entry and notifications to management. Maintains accurate payroll database with all new and terminated employees. Organizes the annual update of W-4's, complete mailings of insurance options and other benefit enrollments provided to all county employees. When necessary, will organize speakers and training sessions for employees on benefit options.

JOB REQUIREMENTS:

Knowledge: This position requires a knowledge of accounts payable, payroll, bookkeeping, accounting, computer spreadsheets, word processing, and modem office practices. General knowledge of reading land description maps is helpful.

Skills: This position requires skills in: operating computers, printers, calculators, fax machines and telephones; typing; and modem office practices. Proficient in Word and Excel.

Abilities: This position requires the ability to:

- lift 25 pounds;
- work with or without supervision;
- prepare accurate and detailed reports, both on paper and in the computer;
- perform math calculations quickly and accurately;
- work effectively under pressure; handle several projects at one time;
- adhere to standards of confidentiality;
- communicate effectively orally and in writing;
- follow verbal and written instructions;
- have good phone etiquette;
- establish effective working relationships with fellow employees, supervisors, and the public.
- Frequent periods of sitting and standing and occasionally required to reach with hands and arms, and stoop, kneel, crouch or crawl.
- Specific vision abilities required by this job include close vision (clear vision at 20 inches or less) and the ability to adjust focus (ability to adjust the eye to bring an object into sharp focus).
- Subject to frequent interruptions sometimes from emotionally charged members of the public.
- Work occurs in a County office.
- Occasionally required to travel to meetings

Knowledge, Skills, and Abilities:

- must have the ability to Prepare, balance and post monthly claims and warrants.
- Maintains efficient computerized financial systems.
- Accurately maintains complex financial reports and accounting records.
- Competently performs technical computer operations.
- Maintains accurate computer records of financial transactions.
- Is able to work with frequent interruptions.
- is able to deal with stress of deadlines and work effectively under pressure.
- Prepares, maintains and submits accurate and timely reports.
- Adheres to standards of confidentiality.
- Has ability to communicate orally and in writing.
- Deals tactfully with the public.
- Responsible for end-of-the month counting cash.

- Observes work hours and demonstrates punctuality.
- Other duties as assigned.

Education and Experience:

The above knowledge, skills and abilities are typically acquired through a combination of education and experience. Education must include a High School diploma or the equivalence, and a minimum of two years of college courses in computers, data processing, spreadsheets, bookkeeping and/or accounting. A minimum of five years work experience with accounts payable and payroll is required. A minimum of five years miscellaneous office work experience is most helpful.

WAGE:DOE

OPEN UNTIL FILLED.

Payroll Clerk
Revised and Adopted: