

1/6/2022

CITY OF FOREST LAKE JOB DESCRIPTION

POSITION:	Accounting Administrative Assistant II
DEPARTMENT:	ADMINISTRATION
LOCATION:	CITY HALL
IMMEDIATE SUPERVISOR:	ACCOUNTING MANAGER
HOURS WORKED:	40 + HOURS PER WEEK

SUMMARY

Under general supervisor, this position is responsible for the preparation and processing of all payroll and related transactional work. This position will also assist in Accounts Payable and Utility Billing processes

ESSENTIAL FUNCTIONS

- Prepare and process bi-weekly payroll; prepare related reports and submit to appropriate departments.
- Prepare monthly, quarterly, and annual payroll reports, including retirement, IRS, and various other reports.
- Maintain employee payroll and reconcile payroll reports to the general ledger on a monthly basis.
- Maintain payroll master files, keeping organizational information current and accurate.
- Order and stock checks and appropriate forms related to the payroll function.
- Answer questions or concerns relative to annual leave, benefits, and other related payroll items.
- Conduct the open enrollment process. Work with benefits consultant for bidding and insurance changes.
- Prepare year-end audit work papers relating to payroll and benefits.
- Maintain files and submit reports relating to unemployment and workers' compensation claims.
- Act as backup for Accounts Payable and utility billing function, and other minor accounting assignments.

OTHER DUTIES AND/OR RESPONSIBILITIES:

Perform other duties as assigned by Accounting Manager or Finance Director.

EDUCATION AND/OR EXPERIENCE REQUIRED:

1. High School degree or equivalent. Two-year accounting degree preferred.
2. 2 to 4 years specialized training in a related field or equivalent accounting experience in similar position.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- General knowledge of basic accounting practices.
- General knowledge of federal and state employment laws and regulations.
- Ability to interpret and understand the payroll related provisions of appropriate labor contracts.
- Ability to operate general office equipment and current, common software applications.
- Ability to communicate clearly and concisely, both orally and in writing.
- Ability to deal tactfully and effectively with all city personnel, outside agencies, and the general public.
- Ability to maintain accurate and detailed records for quick reference.
- Ability to process data accurately and efficiently.

PHYSICAL REQUIREMENTS

- Speak, read, write and understand English.
- Hearing normal or corrected to normal.
- Eyesight 20/40 or corrected to 20/40.
- Sit an 8 or more-hour day, with occasional breaks.
- Bend, stoop, squat, crouch, kneel, balance or reach as required.
- Ability to operate keyboard for up to 8 or more hours, with occasional breaks.
- Ability to occasionally lift, push or pull up to 10 lbs.