

**EMMET COUNTY AUDITOR'S OFFICE
609 1st Ave N, Suite 6, Estherville, IA 51334**

Position Title: Payroll and Benefits Clerk / Auditor's Assistant

WORK SHIFT:

This is a full-time position. Normal office hours are Monday through Friday: 8:00 a.m. to 4:30 p.m. During elections, office hours will differ.

POSITION OBJECTIVES:

Position is a full-time regular employee of Emmet County. Position reports to the Emmet County Auditor.

Primary Responsibilities are: Payroll and Benefits.

Essential Job Duties/Responsibilities

1. Verify Timesheets
2. Compute and process monthly payroll, maintain payroll records as they pertain to required and voluntary deductions, sick days, vacation, paid holidays and personal time as defined in the Emmet County Employee Handbook Policies; Make prompt payments to those entities requiring payroll deductions, (i.e., State and Federal Withholding, FICA, Medicare, State and Federal Unemployment, Health Insurance, IPERS, garnishments and retirement); Process all terminating employee payouts.
3. Process and maintain records associated with payroll, personnel files, W-4, W-2, 1095C and IPERS along with others required by law; Prepare, balance and file quarterly payroll reports: 941 Federal Quarterly Return, State Quarterly Report, IPERS Monthly Remittance, and Unemployment Quarterly Report.
4. Work with AP Clerk on claims day.
5. Process Month End and issue reports
6. Must be able to assist the County Election Official in all aspects of an election and be prepared to stand-in due to the absence or disability of the Election Official.

Other Assigned Office Duties

1. Cross-train accounts payable, elections, real estate and drainage
2. Issue emails to new employees
3. Notary public
4. Complete annual ISAC Payroll Survey, ICAP salary survey, IMWCA and ICAP audits
5. All other duties as assigned by Auditor or as necessary for efficient operation of the office:
This includes but is not limited to answering the telephone, processing incoming

and outgoing mail, assisting persons coming into the office, assisting the Auditor and clerks and cross-training.

CRITICAL SKILLS AND EXPERIENCE

Education

Post-secondary degree preferred, high school degree supplemented by job related courses such as accounting, human resources or equivalent combination of education and experience will be considered.

Experience

One or more year's job-related experience such as data entry skills, demonstrated organizational ability, and Microsoft office (Word, Excel, Outlook).

POSITION STANDARDS

Complexity

Requires ability to: sort and file a variety of material with accuracy following a designated but technical system; learn and apply departmental procedures; ability to understand and follow oral and written directions; ability to establish work procedures; ability to operate standard office equipment and related hardware and software; proficient in word and excel; read technical materials and understand implications; ability to post accounts and to perform mathematical computations with speed and accuracy; make routine accounting entries and fill out business forms; spell, punctuate and use proper grammar; maintain effective working relationships with co-workers and the general public; define problems and formulate steps for resolution; perform various office support functions with speed and accuracy; ability to meet certain deadlines.

Physical Demands

This work requires the occasional exertion of up to 20 pounds of force (10-30%); work regularly requires sitting, speaking or hearing, repetitive hand motions (34-66%) and occasionally requires standing, walking, climbing or balancing, stooping, kneeling, crouching or crawling, reaching with hands and arms, pushing or pulling and lifting (10-33%); work has standard vision requirements; vocal communications is required for expressing or exchanging ideas by means of the spoken work; hearing is required to perceive information at normal spoken work levels; work requires preparing and analyzing written or computer data, operating machines and observing general surroundings and activities (67-100%); work has no exposure to environmental conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

Special Demands

May be required to travel utilizing personal vehicle. Must have a valid driver's license, good driving record and provide proof of insurance.

Employment with Emmet County will be dependent upon a successful passage of a pre-employment physical.

Salary

Determined by Qualifications

Benefits

Paid vacation, holiday and sick leave. Free health Insurance for single coverage and discounted for family, free employee \$10,000 life insurance and IPERS.