

# ERIE METROPOLITAN TRANSIT AUTHORITY

## POSITION DESCRIPTION

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**Position Title:** Payroll Clerk

**Revision Date:** April 2022

**Reports To:** Director of Finance/Controller

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### **I. POSITION SUMMARY**

Responsible for accounts payable, payroll administration, employee billings & receivables, & provides substitute relief for other accounting personnel. Reporting and filing responsibilities according to Company procedure, performs various office and administrative duties as directed by the Controller.

### **II. DUTIES and RESPONSIBILITIES**

- As a key employee, must maintain the integrity of the timekeeping and payroll systems, in a timely manner.
- Ensure timecards are submitted no later than Monday morning of a payroll week.
- Ensure entire payroll is completed by no later than Monday close of business of a payroll week.
- Assure accuracy and compliance with legal and contractual obligations.
- Must maintain the integrity of the timekeeping and payroll systems, in a timely manner.
- Closing of the books at month's end to ensure compliance for audit purposes.
- Manage relationships with benefit vendors; assure compliance with benefit contracts.
- Edit and monitor all employee health care benefit programs.
- Maintain confidentiality with regards to private information and Company proprietary information.
- Responsible for data entry for payroll processing and oversight of all-time records to ensure compliance with Union Contract provisions concerning compensation.
- Collect, administer and maintain all records as needed for Authority and to ensure compliance with HIPAA and employee confidentiality regulations.
- Reconcile monthly Health, Dental, Vision, and STD reports as they affect monthly and quarterly insurance billing.
- Establish and maintain an adequate system of internal control to protect and safeguard assets.
- Prepares all information for processing accounts payable (correlate and audit vendor invoices).
- Maintains accounts receivable subsidiary ledger to general ledger for operating account. Including assisting with the deposits.
- Prepares A/P vendor checks on the 10<sup>th</sup> and 25<sup>th</sup> of each month.
- Responsible for month end reports for General Ledger (e.g. A/P Distribution to General Ledger), Open Items reconciliation to General Ledger.
- Maintains EMTA transportation product including tickets, tokens, passes and LIFT tickets.
- Performs other office and administrative duties as instructed by the Controller.
- Attends work on a regular basis to ensure job duties outlined are met.

**III. INSTRUCTIONS and PROCEDURES**

Instructions & responsibilities issued by the Controller, including any additional assigned work. Interacts with and assists Operations Department personnel.

**IV. DIRECTION EXERCISED**

- None

**V. CONTACTS**

- Auditors, vendors, tax authorities and financial institutions
- General public, elderly and disabled community

**VI. MINIMUM QUALIFICATIONS**

- College/Bachelor's Degree
- 1-2 years office experience with accounting and payroll procedures
- Detail oriented with attention to accuracy
- Basic accounting skills and an aptitude for figures
- Excellent verbal and written communication skills
- Good attitude and flexibility as it relates to work duties
- Knowledge Windows operating systems and software & MS Office programs (Word, Excel, PP, Outlook, etc).

**VII. PROBATIONARY PERIOD**

- A person newly hired to this position will receive a temporary or probationary period of 120 days, unless otherwise specified in writing upon hiring. At the end of the probationary period, the person will be reviewed in writing by management and either pass the probationary status, be terminated or at the discretion of management, have the temporary/probationary status extended an additional 120 days. Evaluation of performance during the probationary status will be based on adequate performance of the job functions identified above. This clause is subject to any applicable union contractual agreements affecting this position.

**VIII. PHYSICAL REQUIREMENTS**

- Frequent sitting, standing & walking & going up and down stairs.
- Use of hands and fingers, handle or feel object, tools or controls
- Reach with both hands and both arms
- Manual dexterity and coordination while operating office equipment; computer keyboard, mouse, calculator and similar machines.
- Talk clearly and good hearing
- Good balance, stoop, kneel & crouch.
- Frequently lift and/or move up to 10 lbs. and occasionally lift and/or move up to 25 lbs.
- Specific vision abilities usually required by this job include close, distance, color and peripheral vision, depth perception and ability to adjust focus

**APPROVED UNION/ATU**

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**Date/Signature**