

JOB OPPORTUNITY

# **PAYROLL & ACCOUNTING CLERK**

Jackson County is seeking a motivated individual to fill a Payroll & Accounting Clerk position in our Auditor's Office.

**This is a full-time position working 35 hours per week, offering a starting wage of \$28.00 - \$30.00 per hour**  
(\$50,960 - \$54,600 annualized)

Major responsibilities of this position will include managing and processing bi-weekly payroll, and assisting with accounts payable processes for Jackson County.

This position requires strong accuracy, attention to detail and organizational skills, as well as the ability to multi-task to complete varied departmental responsibilities. Must have proficient computer skills, including proficiency in use of Microsoft Office programs including word, excel, and outlook required.

Interested candidates must possess a minimum of two (2) years progressively responsible payroll processing experience including maintaining employee records, benefits, payroll deductions, and compliance with payroll tax liabilities.

Experience with accounts payable or Associate's degree in accounting or related field also preferred.

Must possess a valid Iowa driver's license and be insurable under county policy.

**Jackson County offers an excellent benefit package, flexible time off and retirement under the Iowa Public Employees Retirement System.**

If you enjoy working with the public, meeting new people, and working for your community, apply today!

Position will remain open until filled, and may be filled as soon as a qualified candidate is identified.

Contact: Becki Chapin, Director of Human Resources  
563-652-1710, [bchapin@jacksoncounty.iowa.gov](mailto:bchapin@jacksoncounty.iowa.gov)

Jackson County is an Equal Opportunity Employer

## **PAYROLL & ACCOUNTING CLERK - SUMMARY OF POSITION**

Under general supervision, and administrative direction, manages the county bi-weekly payroll process including payroll processing, maintaining employee records, benefits, payroll deductions, and accurate and timely reporting of payroll tax liabilities.

- Maintain electronic employee payroll records (employee information, wage rates, deductions, benefit deductions, line-item codes, IPERS codes, tax withholding, direct deposit accounts).
- Manage wage and salary information for employee increases, wage steps, cost of living adjustments.
- Maintain payroll system control file (IPERS rates, state and federal withholding tables, unemployment maximums, FICA withholding), and any related salary thresholds.
- Maintains group benefit deduction files (vendors, codes, amounts).
- Processes and audits county payroll on a bi-weekly basis; enters payroll, balances payroll; prints and disburses all related paychecks, direct deposit advices and disbursement checks.
- Reconciles, prepares reports, and remits all payroll tax liabilities.
- Reconciles, prepares, and remits complex monthly billings; monthly deposits; online payments.
- Reconciles, prepares, and files all payroll related reports including bi-weekly, monthly, quarterly, and annual 941, IPERS, FICA, Tax Withholding, Unemployment.
- Reconciles, prepares, files annual W2's and ACA forms; provides to employees, and uploads transmittal files for year-end processing.
- Processes employee benefit enrollments, changes, terminations.
- Assists the Human Resource Department with open enrollment, annual audit reports, non-discrimination testing, applicant tracking system, FMLA, COBRA, Worker's Compensation, maintaining official personnel files.

Performs intermediate skilled administrative support tasks and technical work assisting in accounts payable, elections, and the daily operations of the Auditor's Office.

- Assists with clerical duties including assisting the public at the counter, answering the telephone, scanning, typing, filing, sorting mail, delivering outgoing mail.
- Assists with processing vendor invoices; review and audit of claims for eligibility and mathematical accuracy, data entry in accounts payable.
- Assists the office and the public in all aspects of elections including but not limited to voter registration, absentee voting, processing absentee ballot requests, organizing poll workers, creating election supplies, deliver and return of election supplies and equipment. Elections require occasional early morning, night, and weekend hours.