



THE CITY OF
Peru
Indiana
Circus Capital of the World

CITY OF PERU

35 S Broadway, Peru, IN 46970

Phone: (765)- 472-2400

WEB: www.cityofperu.org

Job Title:	Deputy Clerk Treasurer- Payroll Clerk	Reports To:	Clerk Treasurer	
Department / Group:	Clerk Treasurer's Office	Job Category:	Salaried	\$44,482.00
Hours:	40 hour week / M-F <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt	Position Type:	<input checked="" type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Other	
Date Posted:	1/19/2024	Date Expires:	2/29/2024	
External Posting URL:				
Internal Posting URL:				

Applications Accepted by:

FAX OR EMAIL PREFERRED:

Fax Number: 765-472-1831

Email: kkrauskopf@cityofperu.org

Subject Line: Attn: Clerk Treasurer

MAIL:

Clerk Treasurer

35 S Broadway

Peru, Indiana 46970

Job Description:

JOB SUMMARY

The Deputy Clerk Treasurer (Payroll) works under the administrative supervision of the Clerk Treasurer to aid and support the day-to-day accounting operations of the Clerk Treasurer's office at City Hall. The Payroll Clerk performs a diverse set of advanced clerical tasks which require technical expertise, integrity and a keen attention to detail. A high level of accounting skill is required in the execution of duties, which include:

- | | |
|---------------------------------------|---|
| -Maintaining & updating employee data | -Calculating & Remitting all applicable withholding liabilities |
| -Processing payroll | -Processing W-2s & other tax documents |
| -Calculating wage assignments | -Preparing quarterly & annual federal & state payroll reporting |
| -Processing leave adjustments | -Reconciling insurance issued |

ESSENTIAL DUTIES & RESPONSIBILITIES

- *Process and prepare bi-weekly payroll, monthly payroll, payroll deposits, and direct deposits.
- *Compute, prepare and submit federal and state tax, wage, labor distribution, benefit and W-2 reports and forms.
- *Enter, update, and maintain payroll database system including insurance, benefits, annual and sick leave, and tax related deductions.
- *Reconcile payroll and benefits accounts; incorporate additional information gathered from coworkers and supervisor to update registers; prepare payroll journal entries to provide a general ledger as needed.
- *Provide written and oral information to city staff concerning payroll inquiries; assist in the preparation of the biweekly payroll; review and process employee payroll changes; process payroll liability payments.
- *Work with staff in other city departments to determine payroll needs and requirements.
- *Communicate with city staff, associate personnel, and the general public to establish and maintain effective working relationships.
- *Research all applicable federal, state and local tax laws.
- *Perform cashier functions when needed.
- *Maintain professional competencies; maintain awareness of new trends and advances in the profession; read professional literature; attend appropriate workshops and training seminars.
- *Carry out special projects and analyses for the Clerk Treasurer's office or other departments as assigned.

QUALIFICATIONS AND EDUCATION REQUIREMENTS

- ***REQUIRED:** High School diploma or equivalent
- ***REQUIRED:** Possession of a State of Indiana driver's license. Applicants who possess an out of state license must obtain an Indiana driver's license within 14 days of employment.
- ***REQUIRED upon hire:** Assessment tests: typing, alphabetizing, Microsoft Word and Excel, data entry
- ***PREFERRED:** Bachelor's degree in accounting or related field.
- ***PREFERRED:** 2 years' experience in a high level accounting, payroll, and human resources function.
- ***PREFERRED:** 1 year of experience working with a high level of public contact in a government setting.

INTRINSIC COMPETENCIES

- ***Ethics-** Works ethically and with integrity; upholds the values of the City and community; treats people with civility, keeps commitments, and inspires the trust of others.
- ***Motivation-** Demonstrates persistence in achieving goals; sets realistic but challenging objectives; leads by example and inspires team members to achieve a high standard.
- ***Teamwork-** Contributes to building positive team morale and commitment; gives and welcomes feedback; supports everyone's efforts to succeed; exhibits openness and objectivity to others opinions and beliefs.
- ***Professionalism-** Accepts responsibility for personal actions; follows through on commitments; arrives to work and meetings consistently on time; ensures work responsibilities are covered when absent.
- ***Strategic Thinking-** Develops strategies designed to achieve organizational outcomes; understands strengths/weaknesses of staff and delegates responsibilities appropriately; adapts strategy to changing conditions; looks for ways to improve and promote quality.

INTRINSIC COMPETENCIES (CONTINUED)

***Leadership-** Exhibits confidence in self and others; effectively influences actions and opinions of other; accepts feedback from others; understands that being an effective leader often means knowing when to follow or seek advice; develops the skills and knowledge of subordinates.

KNOWLEDGE

***Payroll-** Knowledge of principles, practices and techniques of processing municipal payroll, including: payroll input/processing, payroll reports, reconciliation, taxes and benefits, etc.

***Law & Government-** Knowledge of the Fair Labor Standards Act (FLSA), tax law, and other federal and state laws governing payroll. Knowledge of city government, city services, and organizational structure. Knowledge of the practices and theories of municipal finance, budgeting and accounting of governmental payroll.

***Economics & Accounting-** Knowledge of economic and accounting principles, financial statements, invoicing, banking, and the analysis, reporting and management of financial data.

***Mathematics-** Knowledge of arithmetic, algebra, and their use in solving mathematical problems.

***Clerical-** Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, designing forms, and other office procedures and terminology.

***Customer Service-** Knowledge of the principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.

***English Language-** Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.

SKILLS

***Accounting-** Skilled in calculating financial data, collecting and making payments, monitoring financial information, verifying accuracy of transactions, compiling data, and keeping detailed records.

***Public Relations-** Skilled in professional, social, and interpersonal communication, including the ability to function in a major organizational unity requiring significant internal and external interaction. Familiarity with telephone etiquette and business/political protocol are required.

***Reasoning-** Skilled in functional and situational reasoning which enables the analysis of problems that necessitate complex planning for interrelated activities over time. These skills include critical thinking, judgement, decisiveness, innovation, evaluation, and so on.

***Active Listening-** Skilled in giving full attention to what others are saying, taking time to understand complex problems, and asking appropriate questions.

***Computing Functions-** Skilled in using basic and more advanced computer software, including: accounting software, payroll software, computerized financial systems, Microsoft Word, Excel and PowerPoint, e-mail software, Google Docs, and other relevant software applications. Skilled in basic functional abilities, such as typing with speed and accuracy.

ABILITIES

***Information Ordering-** The ability to prepare, maintain, and alphabetize complex logs, records, and files in written or digital formats.

***Number Faculty-** The ability to add, subtract, multiply, or divide quickly and correctly.

***Professional Representation-** The ability to represent the Clerk Treasurer's Office and the City of Peru in a professional manner, while using deductive reasoning and logic. The ability to make oral presentations.

***Information Processing-** The ability to collect, prepare, and supply information for use in discussions and meetings. The ability to prepare accurate and detailed technical reports.

***Task Flexibility-** The ability to handle multiple tasks in a demanding work environment while discerning and ordering the importance of problems, projects, and tasks.

***Diplomatic Sensitivity-** The ability to respond to inquiries, complaints, and requests in a diplomatic, tactful, and firm manner.

***Independence-** The ability to prioritize, organize, plan and schedule work activities for oneself.

TOOLS AND EQUIPMENT USED

***Office Equipment:** computer, telephone, printer, fax machine, scanner, calculator, and any other miscellaneous tools.

PHYSICAL REQUIREMENT AND WORKING CONDITIONS

*Physical demand is light-medium. Strength and ability needs to be sufficient to perform office work for normal periods of time. This includes the ability to: type for long periods of time; lift approximately 20 pounds; grasp irregular objects; stay in bent, kneeling or squatting positions for less than 10 minutes; walk, stand or sit for periods longer than 30 minutes. Close visual acuity is required.

*Mental demand is medium-high. Accurate accounting and record keeping is vital and must be done with a very high attention to detail. Emotion must be left out of decision making and there must be a steady emotional level in the face of complaints and constant queries from the public. Continuous mental concentration is required throughout the shift.

*Working conditions are 90-95% indoors in a typical public office setting, where noise levels are usually light-medium. Occasional driving may be required. There will be intermittent need to attend board meetings and other departmental functions outside of normal working hours.

POST OFFER TESTING REQUIRED

*The City of Peru is a drug free workplace. Post job offer drug screening is required and random drug testing is required.

*Background checks producing acceptable BMV and criminal history reports are required.

*Assessment testing as required.

Reviewed by:	Kurt Krauskopf, Clerk Treasurer	Date:	
Approved by:	Don Sturch, Mayor	Date:	

APPLICANT SIGNATURE:

I have read and understand all of the above duties and responsibilities for which I would be responsible, as well as the minimum requirements of this position. I understand that this document does not constitute an employment contract, and the declarations are not intended to be an "all-inclusive" list of duties and responsibilities, but rather are intended to describe the general nature of the job for which I am applying.

APPLICANT:

DATE:

CITY OF PERU APPLICATION FOR EMPLOYMENT

An Equal Opportunity Employer

We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age disability, marital or veteran status, sexual orientation, or any other legally protected status.

PLEASE PRINT

POSITION APPLIED FOR

DATE OF APPLICATION

LAST NAME

FIRST NAME

MIDDLE NAME

ADDRESS

CITY

STATE & ZIP

HOME PHONE

ALT PHONE

SOCIAL SECURITY NUMBER

If you are under 18 years of age, can you provide required proof of your eligibility to work?

YES OR NO

Have you ever filed an application with us prior to this date?

YES OR NO

Have you ever been employed with us before:
Please provide dates:

YES OR NO

Are you currently employed?

May we contact your present employer?

YES OR NO

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status?

YES OR NO

(PROOF OF CITIZENSHIP OR IMMIGRATION STATUS WILL BE REQUIRED UPON EMPLOYMENT.)

On what date would you be available for work?

Are you available to work?

Full Time:

Part Time

Temporary:

Are you currently on "lay-off" status and subject to recall?

YES OR NO

Have you ever been convicted of a felony within the last 7 (seven) years?

YES OR NO

If yes, please explain:

(CONVICTION WILL NOT NECESSARILY DISQUALIFY AN APPLICANT.)

CITY OF PERU APPLICATION FOR EMPLOYMENT ~ page 2

EDUCATION

PLEASE LIST SCHOOLS ATTENDED & DEGREES RECEIVED.

SCHOOLS

DEGREES

DESCRIBE ANY SPECIALIZED TRAINING, APPRENTICESHIP, AND SKILLS:

EMPLOYMENT EXPERIENCE

Start with your present or last job. Include any job-related military service assignments and volunteer activities. You may exclude organizations which indicate race, color, religion, gender, national origin, disabilities or other protected status.

1 EMPLOYER _____
ADDRESS _____
PHONE # _____ TITLE _____
SUPERVISOR _____
REASON FOR LEAVING _____
DATES EMPLOYED FROM: _____ TO: _____

2 EMPLOYER _____
ADDRESS _____
PHONE # _____ TITLE _____
SUPERVISOR _____
REASON FOR LEAVING _____
DATES EMPLOYED FROM: _____ TO: _____

OTHER QUALIFICATIONS

Summarize special job-related skills & qualifications acquired from employment or other experience.

CITY OF PERU APPLICATION FOR EMPLOYMENT ~ page 3

REFERENCES

1	NAME	_____
	ADDRESS	_____
	PHONE	_____
2	NAME	_____
	ADDRESS	_____
	PHONE	_____
3	NAME	_____
	ADDRESS	_____
	PHONE	_____

I affirm, under penalties for perjury, that all facts set forth in this application are true.

SIGNATURE OF APPLICANT: _____

DATE OF APPLICATION: _____