

**City of Fulton**  
**POSITION DESCRIPTION**

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**JOB TITLE:** Payroll Clerk

**DEPARTMENT:** Finance

**DATE:** 9/2023

**IMMEDIATE SUPERVISOR:** Chief Financial Officer

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**SUMMARY:** Under general supervision, performs a variety of general and specialized payroll and accounting duties related to the preparation, issuance and maintenance of City-wide payroll and financial records; reviews and reconciles a variety of payroll reports including payroll taxes, benefits reports, quarterly taxes, and LAGERS retirement contributions; serves as liaison to departments and City personnel, researching and responding to questions related to payroll; and prepares and submits a variety of payroll related reports.

**ESSENTIAL FUNCTIONS:**

**I. Payroll Activities**

- A. Ensures accurate processing of bi-weekly payroll according to City pay policy and practices and bargaining unit contracts.
- B. Responsible for accurate and timely payroll hour transfer via time & attendance interface to payroll system.
- C. Responsible for creating new payroll codes when necessary, i.e.; additional pay, deductions, benefits, accruals and tax codes.
- D. Performs detailed review of all payroll/personnel master file changes. Balances hours, additional payments and audits various exception reports prior to finalizing paychecks.
- E. Maintains accurate earnings history for each city employee and maintains payroll data used for auditing and budgeting. Assists with preparation of schedules and documents.
- F. Reconciles and maintains annual citywide changes, (i.e.; COLA increases, sick bank donations, sick leave hour conversions, uniform allowance, insurance rates, etc.).
- G. Reconcile general ledger accounts and monthly employee benefits invoices, including health, dental, life, and others.
- H. Responsible for annual electronic filing to IRS and biweekly file uploads to bank, ICMA, child support, Firefighters Local, Nationwide, FTNPL, Med Pay and LAGERS.
- I. Provides total pension contributions and interest earned to LAGERS upon termination or retirement of an employee.
- J. Researches and replies to inquiries from the IRS, employees, supervisors and fulfills various Sunshine Law requests.
- K. Coordinate with Finance, Human Resources, and IT to educate employees on payroll-related issues to include payroll questions and changes in payroll processes. This will include training new timekeepers in other departments.
- L. Assists, reviews, and works with Human Resources Manager on employee benefits enrollment, pay type, benefit, deduction and accrual set up, union changes, and terminations.
- M. Maintains up-to-date knowledge of federal payroll changes, tax changes, federal and state laws, code of ordinances, retirement benefits union contracts, payroll software updates, etc.
- N. Prepares balances and distributes annual W-2 employee wage & tax statements. Files monthly and quarterly state unemployment and withholding reports as well as quarterly 941 employment tax returns.
- O. Performs related work as required.

## **II. Correspondence, Reporting and Other Activities**

- A. Receives and responds to calls from the public and employees assuring for politeness, confidentiality and professionalism.
- B. Assists with special projects as requested assuring for timeliness, professionalism and confidentiality.
- C. Prepares forms, makes copies and answers questions providing clarification as needed for audit purposes.
- F. Responds to requests by supervisor in an accurate, complete and timely manner.
- G. Attends training as approved.
- H. Maintains an awareness of safety issues assuring for compliance with all safety procedures.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor; subject to reasonable accommodations.