**City of Clinton**

**Accounting Specialist -Payroll**

**The posting closes October 29, 2024 at 11:59 pm.**

**Apply at www.cityofclinton.net**

**Job description**

**Job Overview**  
We are seeking a detail-oriented and organized Accounting Specialist to join our finance team. The ideal candidate will play a crucial role in managing financial transactions, maintaining accurate records, and ensuring compliance with accounting standards. This position requires proficiency in various accounting functions, including payroll processing, account reconciliation, and general ledger accounting. The Accounting Specialist will also assist with benefits administration and support human resources as needed.

**Responsibilities**

* Coordinates and processes bi-weekly payroll, including reviewing timesheets, entering hours worked, maintaining leave time, pay changes, benefit contribution changes, direct deposits, garnishments, court orders, and resolving discrepancies.
* Maintains the integrity and efficient operations of the computerized payroll system and HRIS, validating data related to deductions, entering new hires, inactivating records, and other changes.
* Reconciles and prepares reports of amounts due to various vendors for amounts deducted from employees' pay to payroll registers; makes necessary adjustments and corrections to the reports; submits payments for payroll taxes, deductions, garnishments, TCRS, and deferred compensation; and includes all other payroll reporting.
* Maintains a payroll policy and procedures manual; maintains appropriate payroll files and records.
* Processes State new hire reporting, E-Verify, and payroll/timekeeping training for new hires.
* Files and maintains payroll documentation in compliance with applicable internal requirements and government regulations.
* Serves as a liaison to internal departments regarding payroll inquiries.
* Reconciles and ensures payments of monthly insurance invoices for health, dental, vision, life, and other benefits.
* Assist the Finance Director with budget and audit preparation, including payroll budget files, operational records, and reports.
* Administrative duties include answering phones and assisting Administration and City Council members.
* Cross-train and back-up other finance personnel with property tax reconciliation and basic financial transactions which may include, processing payments for property taxes, citations, and other payments.
* Performs duties and attends training as a Deputy City Recorder; including Council support; recordkeeping and archives maintenance.
* Attend safety and training sessions.

*(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other related duties as assigned, including City-directed work assignments in the event of a storm or declared emergency.)*

**Qualifications**

***Education and Experience:***

* Associate’s degree or equivalent from an accredited college or university in business, accounting, or related field.
* Minimum two (2) years of full-time work experience in payroll, accounting, or related field.
* Proficient in Microsoft Office applications, including Word, Excel, and PowerPoint.
* Proficient in or ability to learn UKG/Kronos system, NextGen payroll system, and other systems.

*(A comparable amount of training, education and/or experience may be substituted for the above qualifications.)*

*Licenses and Certifications:*

* Possession of or ability to obtain a valid Tennessee driver’s license by date of hire.
* Possession of or ability to obtain a Deputy City Recorder Certification within one year of hire.

Join our team to contribute your expertise in accounting and payroll while growing your career in a supportive environment!

**Job Type: Full-time**

**Pay: $20.00 - $24.04 per hour**

**Expected hours: 40 per week**