

CITY OF GLADWIN EMPLOYMENT OPPORTUNITY

The City of Gladwin is seeking a skilled and experienced Human Resources (HR), Accounts Payable (AP), Office Assistant to join our team. Human Resources is responsible for processing payroll, worker's compensation, and benefits for all staff. The role requires a thorough understanding of benefits and payroll regulations and compliance, as well as strong analytical, communication, and problem-solving skills. Along with payroll this position will handle the accounts payable for the city and would be responsible for ensuring vendors to the city are set up within the accounting system and their invoices are appropriately approved and paid in accordance with city's policy. This would include to code and arrange payment of employee expenses, contracted employees and reconcile accounts payable accounts. The position would also serve as an office assistant and will provide support for city staff as needed. Excellent oral and written communication skills with a high degree of confidentiality, computer literacy including knowledge of Word, Excell and BS&A Software. This is a full-time position with competitive wages. This position reports directly to the City Administrator. Compensation is based on experience. Please submit a cover letter and resume to Gladwin City Hall, 1000 W. Cedar Ave. Gladwin, MI 48624 Attention Marietta Andrist, City Clerk. Position until filled. No phone calls please. The City of Gladwin is an Equal Opportunity Employer.

FULL-TIME HUMAN RESOURCES, ACCOUNTS PAYABLE AND OFFICE ASSISTANT JOB DESCRIPTION

POSITION SUMMARY:

Under the general supervision of the City Administrator. This position required a high level of confidentiality. Performs payroll functions, assists office personnel as needed, accounts payable and other accounting functions according to established procedures.

ESSENTIAL JOB FUNCTIONS:

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

1. Oversees the City's payroll processes for staff and contracted employees.
2. Prepares quarterly and year end reports for payroll.
3. Complete W2's, W'3 and 1099 form and file documents with the proper authorities.
4. Maintains personnel files.
5. Conducts benefit administration for all city staff, including medical, dental, life, AFLAC, COBRA insurance, MERS, and ICMA retirement plans.
6. Assist customers and answer the telephone.

7. Regularly operates a variety of office equipment including personal computers, fax machines, copiers, postage machines, printers, scanners, telephone etc.
8. Perform additional duties as assigned.
9. Oversees the account payable and its processes.

DESIRABLE KNOWLEDGE, SKILLS, AND ABILITIES:

The requirements listed below are representative of the knowledge, skills, abilities, and minimum qualifications necessary to perform the essential functions of the position.

1. Knowledge of municipal government operations, laws, and familiarity with functions of municipal administration, including records management, and the administration of city government.
2. Thorough knowledge of modern office methods, procedures, and practices.
3. Knowledge of the City Charter, city policies, and city ordinances.
4. Knowledge of business English, spelling, and grammar.
5. Knowledge of office practices.
6. Familiarity with accounting and business administration.
7. Ability to plan and organize work under minimal supervision.
8. Ability to deal tactfully and courteously with the public.
9. Ability to type and use a laptop or desktop computer.
10. Ability to follow directions and instructions.
11. Ability to work on multiple projects and assignments.
12. Effective communication skills.
13. Understand the importance of confidentiality within the workplace.
14. Ability to record minutes for council, commissions, boards, DDA, and then transpose into a word document.
15. A valid driver's license is required.

DESIRABLE EXPERIENCE AND TRAINING:

1. Considerable experience in secretarial and clerical field.
2. Preferred Associates Degree in Business Administration with an emphasis in classes relating to accounting, record keeping and secretarial skills. Experience requirements include a minimum of three years of records management or high-level administrative support, preferably in a municipal setting.

PHYSICAL DEMANDS AND WORK ENVIRONMENT:

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee may be required to sit and stand. Keyboarding is an intricate part of the daily activities of this job. The employee must regularly lift and/or move items of light weight and may occasionally lift and/or move items of moderate weight. Specific vision abilities required

by this job include close vision, and ability to adjust focus. While performing the duties of this job, the employee regularly works in a business office setting. The noise level in the work environment is usually quiet to moderate.

SKILLS TEST:

The city will require a skills test for the essential job functions, knowledge, and ability to perform the position.

A written test may be asked to be taken to determine what level of understanding of the essential job functions.