

P.O. Box 189
NAKNEK, ALASKA 99633
www.bristolbayboroughak.us



TELEPHONE
(907) 246-4224
FAX
(907) 246-6633

Bristol Bay Borough

Accounts Payable/Payroll Clerk

Department: Finance Department
Immediate Supervisor: Finance Director
Positions Supervised: None
Step Classification: S – G, starting at \$57,224.08/year

*IN HOUSE POSTING
10-30-17
POSITION OPEN UNTIL
FILLED*

*POSTED BY BOROUGH
CLERK ~~SS~~
10-30-17*

*OPEN TO PUBLIC
11/6/17
~~SS~~*

Qualifications:

Must be 18 years of age or older. A high school diploma or GED is required for this position. Must be proficient with all standard office practices and related PC equipment, including Excel®, Word®, and Outlook®; a test of actual "skill level" may be required. Must pass a pre-employment drug test.

Responsibilities:

The Accounts Payable/Payroll Clerk is responsible for accounts payable, payroll, payroll reporting, confidential personnel payroll files, including assisting in Human Resources duties. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Duties and Tasks Performed:

Accounts Payable:

- Review all accounts payables, code accounts payable, enter accounts payable into the Borough accounting system, process payments, and file vendor invoices with all backup materials.
- Submit vendor invoices, with supporting documentation, for approval on a daily basis.
- Issue checks to vendors weekly.
- Maintain vendor files.
- Process purchase requisitions and issue purchase orders.
- Scan and stores current and past documents into Borough document storage system.
- Assist with annual audit preparation

- All other duties as assigned.
- Must be able to maintain confidentiality at all times.

ILLUSTRATIVE EXAMPLES OF WORK: Daily processing of vendor invoices for approval and payment. Maintain vendor files. Receive purchase requisitions from department heads, submits requisitions for approval, issue purchase orders to vendors or department heads. Files paid vendor invoices with supporting documents.

Payroll Duties:

- Maintain all Borough employee files to insure that they are complete and current.
- Follow all Borough, state, and federal employee confidentiality procedures and laws.
- Review all employee time cards and PARs with department heads, enter hours and salaries into accounting system twice a month to process payroll.
- Submit preliminary payroll for approval.
- Prepare payroll, print checks, and make electronic transfers.
- Administer payroll benefits and other deductions.
- Assist with the filing of all payroll reports required by the State and Federal governments.
- Assist with the filing of appropriate workers compensation reports.
- Maintains relevant insurance information for employees, and enrolls/terminates employees from insurance coverage as necessary.
- Assist in payroll/PER's audit preparation.
- Scan and stores current and past documents into Borough document storage system.
- Assist Borough Manager and Finance Director in Human Resources duties.
- All other duties as assigned.
- Must be able to maintain confidentiality at all times.

ILLUSTRATIVE EXAMPLES OF WORK: As needed, file payroll information in employee files. On a semi monthly basis, prepare preliminary payroll for management approval and process payroll. Prepare all legislated payroll reports, including PERS submission to the State of Alaska, quarterly Federal 941, State of Alaska unemployment forms, and all other payroll reports as needed.

ACKNOWLEDGMENT

I understand the duties of my position as contained in this job description.

Employee Signature

Date

The job description is accurate and has been reviewed with the employee.

Supervisor Signature

Date