

REDFORD TOWNSHIP EMPLOYEES' CIVIL SERVICE COMMISSION

15145 BEECH DALY ROAD
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(313) 387-2760
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COMMISSIONERS
Duane Gregg, Chair
Randall Harrison
Rosetta Howard

HR DIRECTOR
Derrick L. Washington

PAYROLL CLERK IV

The Charter Township of Redford Employees' Civil Service Commission is accepting applications for the position of **PAYROLL CLERK IV**.

Only completed applications **along with a copy** of your high school diploma or G.E.D. will be considered. Resumes will **NOT** be accepted. Apply in person from 9:00 AM to 4:00 PM or you may download our application from our website at www.redfordtp.com. Return completed applications to:

REDFORD TOWNSHIP PERSONNEL OFFICE
15145 BEECH DALY RD.
REDFORD, MICHIGAN 48239
(313) 387-2760

Or via email to personnel@redfordtp.com

SALARY: Starting \$20.06 hourly, plus excellent partial paid benefits including health insurance, pension, vacation, sick leave and 13 holidays.

Among the Requirements: Graduation from high school or possess a G.E.D. TWO years' experience of financial data entry, bookkeeping, payroll or closely related responsibilities. Successful completion of the oral examination. See attached job description for additional qualifications.

NOTE: A copy of your diploma, and high school transcripts or G.E.D. must accompany your application.

CLOSING DATE FOR FILING: Thursday, February 02, 2023

**The Charter Township of Redford is an Equal Employment Opportunity
Employer**

Updated: January 18, 2023

Redford Township Employees' Civil Service Commission

PAYROLL CLERK IV

DEPARTMENT: Accounting

REPORTS TO: Chief Accountant & Finance Director

PURPOSE:

To provide payroll services for the employees and retirees of the Township.

ESSENTIAL FUNCTIONS:

Essential functions, as defined under the Americans with Disabilities Act, may include, but are not limited to the following duties, responsibilities, tasks, knowledge, skills and other characteristics. This list of Duties and Responsibilities is ILLUSTRATIVE ONLY, and is not intended to be considered a comprehensive listing of all functions and tasks performed by positions in this class.

- Verifies records and maintains employee payroll-related information, including updates as necessary, e.g., for direct deposits, 457b and HSA's.
- Reviews payroll information provided by individual departments
- Posts, maintains and distributes payroll records as required
- Reviews and maintains leave records and information
- Generates payroll checks and electronic deposits
- Responds to departmental, retiree and individual employee questions and concerns
- Prepares and distributes W-2 forms at year end
- Prepares and remits deduction and tax payments
- Prepares, files, and maintains a variety of bi-weekly, monthly, quarterly, and annual reports
- Assists with the annual township-wide audit and worker's compensation audit by providing work papers and other requested payroll-related documents
- May serve as a backup for the Accounts Payable Clerk
- Performs other duties as assigned or required.

Minimum Qualifications:

- High school diploma/GED.
- Two years of experience in financial data entry, bookkeeping, payroll or closely related responsibilities
- Ability to perform a variety of projects, receive unexpected top priority assignment and solve interpersonal or procedural problems simultaneously amidst frequent interruptions
- Ability to solicit cooperation from persons and departments throughout the Township
- Experience in data collection entry and reporting with attention to detail and confidentiality

Preferred Qualifications:

- Experience with a desktop or cloud-based payroll software solution, preferably with BS&A Payroll, Timesheets, and Human Resources modules
- Experience as a payroll clerk in a municipal setting

Knowledge/Skills:

- Thorough knowledge of federal, state and city payroll tax publications
- Thorough knowledge of accounting and financial management principles and practices
- Strong organization and time management skills
- Strong attention to detail
- Working knowledge of Microsoft Office, especially Microsoft Excel
- Skills and abilities in written and oral communication sufficient to handle sensitive projects and problems