

## **F/T PAYROLL CLERK / UTILITY OFFICE ASSISTANT**

### **Job Description**

#### **Payroll Duties:**

- Review timecards for errors & total-up hours for all employees, comparing time breakdown to Department Head spreadsheets for accuracy.
- Enter timecard spreadsheet figures into payroll system.
- Print off all payroll reports for taxes, unemployment, retirement benefits, union dues.
- Process payroll checks and submit amounts for employees on direct deposit.
- Process all taxes and unemployment; submit and pay retirement amounts to IMRF, process check for union dues (garage and police).
- Process and balance all end of month, end of quarter and end of year processing reports, including W-2's, 941's and 1099's.
- Make and file copies of all payroll, IMRF, Union, and tax reports, direct deposit vouchers and paychecks, as well as Union Dues checks, Child Support Checks, and garnishments.
- Answer any questions pertaining to payroll (specific pay, IMRF, taxes, etc.).
- Maintain new hire packets and process new employee information through payroll.
- File Illinois New Hire Reports.
- Process Insurance and IMRF applications.
- Maintain all Payroll associated documents, records, and files.

#### **Assist Utility Billing Clerk,**

- Accept and process incoming payments for utilities.
- Assist customers inside the office, at the drive-thru window, and on the telephone, with payment and Utility questions.
- Complete door-hangers for customers to be shut-off.
- Process all check payments via Remote Deposit Capture submission to bank.
- Assist utility billing clerk with any service slips for re-checks or finals.
- Assist utility billing clerk with monthly billing, process monthly bills, pull any bills that get mailed separately.
- Assist billing/utility clerk with any billing questions.
- Cross-train in all billing functions to be able to assist Utility Billing Clerk when out of office or on vacation.

#### **Process building permits**

- Enter information into permit book.
- Accept and process fee payments.
- Number building permit and obtain and copy GIS map for building inspector.
- Scan and send bldg. permit application to the building inspector.
- Once the permit is approved, make a window permit for the resident.
- Keep in contact with building inspector and answer any questions a resident may have about their permit and/or place the resident in touch with the building inspector.

### **Assist P/T Office Assistant with Zoning**

- Give all proper paperwork to residents who wish to re-zone or request a variance for their property.
- Accept and process zoning requests.
- Schedule meeting date.
- Review request and print off GIS maps of resident and adjacent properties.
- Type up Zoning Notice with legal description of property and what owner is wanting to do with property.
- Assist Office Manager in issuing letters for adjacent property owners advising them of zoning change.
- Scan zoning requests for electronic filing and send to Zoning Board and City Council.
- Mail zoning notices to adjacent property owners and petitioner.
- Make signs to be posted on the property.
- Assist Office Manager in emailing or faxing Zoning Notices to a Local newspaper to have request advertised within the allowable time limits.
- Post zoning notices in office and outdoor bulletin boards and file copy of same.
- Type up and e-mail zoning agenda to Zoning board and City Council.
- Mail agenda to adjacent property owners and petitioner, if needed.
- Copy and email zoning minutes to Zoning Board and City Council.
- Keep communication open with building inspector on approved or denied zoning requests.

### **Other:**

- Prepare and Process New and Renewal Licenses for Businesses.
- Assist P/T Office Assistant as main point of contact in reserving Community Center, Union (East) Park, and Bandstand, including placing reminder calls to renters pertaining to pick up and dropping off of keys.
- Provide assistance, as needed, to Department Heads, and city garage.
- Research through old files and records for any information requested.
- Update ordinance and resolution lists.

**And other duties as assigned:**