

# City of Seward



## ACCOUNTING TECHNICIAN/PAYROLL CLERK

---

The City of Seward is seeking applications from interested for the position described below. All applicants should deliver a letter indicating their interest and a current resume to Personnel Officer, by the stated deadline.

### **ACCOUNTING TECHNICIAN / PAYROLL CLERK**

This is a regular full-time position with benefits; starting pay is \$16.37/hour.

Duties include, but are not limited to:

- Responsible for entire payroll process including data entry, preparation of checks, paying all payroll-related liabilities, reconciliation of all payroll-related accounts. Maintains employee benefits records, insurance enrollment and employee payroll files. Prepares quarterly and annual tax reports and W-2s.
- Processes accounts payable checks and maintains vendor files.
- Prepares vouchers, invoices, checks, account statements, reports and other records.
- Compiles and sorts documents, such as invoices and checks, substantiating business transactions.
- Collects financial data for reports, budgets, statements and files.
- Prepares expenditure reports derived from records of accounts, projects and funds. Computes ratio of expenditures.
- Pre-audits a variety of expenditure and encumbrance documents.
- Receives and classifies receipts.

Associate's degree or equivalent from two-year college or technical school; or two year's related experience and/or training; or equivalent combination of education and experience and proficiency in spreadsheets, time management, database, and word processing software and computers. Previous experience with accounts payable and/or payroll processing desired.

This position will remain open until filled. A complete job description can be obtained from [tfoster@cityofseward.net](mailto:tfoster@cityofseward.net) or (907) 224-4074.