



## CITY OF WOONSOCKET

### POSITION DESCRIPTION

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**JOB TITLE:** Controls Clerk

**DEPARTMENT/DIVISION:** Finance Department/Controls Division

**PAY GRADE/HOURS:** Grade M74  
35-hours work week

**UNION:** Local 670, RI Council 94, AFSCME, AFL-CIO

**POSITION SUMMARY:** Under general supervision, the Controls Clerk assists with all functions of payroll processing and deductions, maintenance of electronic employee records, and account payable processing, and does related work as required.

#### **DUTIES & RESPONSIBILITIES:**

- Assists with the maintenance and/or update of employee records as they relate to payroll and/or benefits included but not limited to wages, hours, taxes, insurances and deductions.
- Reviews time and attendance recorded and/or wages computed and corrects errors to ensure accuracy of payroll.
- Reviews all pay terms to ensure compliance with collective bargaining agreements and Personnel Code.
- In coordination with the Personnel Department, records changes affecting wages such as exemptions, insurance coverage, loan payments, pay rate, workweek hours and position changes for each employee to update master payroll records.
- Keeps records of leave pay and non-taxable wages.
- Processes and edits deductions made for online reporting to the State Retirement Board, TIAFF-CREF and Hartford Retirement Plan. Creates, reviews and submits all pension-related reports, files and payments to the appropriate parties.
- Prepares reports related to all deduction payments to outside parties, prepares payment vouchers and submits required reports and payments to outside parties.
- Prepares periodic reports of earnings, taxes, and deductions, including but not limited to IRS and State of Rhode Island reporting for the City Controller.
- Assists in reviewing and correcting data for year-end W2 and 1099R forms.
- Assists Account Payable Clerk with processing of all outgoing City Hall mail.
- Assists Account Payable Clerk with processing of invoice payment vouchers and/or generating accounts payable checks.
- Upon request, assists Controller with functions of the Controls Division to include but not limited to report creation and maintenance, budget preparation assistance, and account review and analysis.

- Reconcile weekly payroll batches to the general ledger.
- Performs other duties as required.

**QUALIFICATIONS:** A high school diploma or a GED equivalent, is required. Must have three (3) years of clerical office experience. Payroll experience preferred. Demonstrated ability to exercise confidentiality. Must be able to type at the minimum rate of thirty-five (35) words per minute as determined through a test administered by the RI Department of Labor & Training, or similar typing test, is required.

**KNOWLEDGE, SKILLS, AND PERSONAL QUALITIES:** Thorough knowledge of office practices and general knowledge of the organization and general operations of city government. Must be knowledgeable of Microsoft Word and Excel programs, as well as other software that may apply to this position. Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions and decimals. Exercises good judgment in maintaining critical and sensitive information, records and reports. Ability to type accurately and rapidly. Ability to operate simple office machines, ability to deal effectively with people and handle difficult office situations with good judgment and tact, neatness and initiative.

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this 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 is required to sit, talk or hear. The employee frequently is required to stand; use hands to finger, handles or feel; and reach with hands and arms. The employee is occasionally required to walk and stoop, kneel, crouch or crawl. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, and ability to focus.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.