



**CITY OF SELMA, ALABAMA**  
**INTERNAL JOB POSTING**

The City of Selma is currently accepting applications for an open position. Applications are available in the Personnel Department located at City Hall, 222 Broad Street, Selma, AL 36701, or at the City of Selma website: <http://selma-al.gov>. Please contact the Personnel Department at (334) 876-1219 with any questions or concerns.

Email your resume to: [lrutledge@selma-al.gov](mailto:lrutledge@selma-al.gov).

**TRANSFER REQUEST, APPLICATIONS, AND RESUMES ACCEPTED UNTIL THE JOB IS FILLED**

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<b>Position:</b>	Payroll Clerk – Finance Department
<b>Reports to</b>	Treasurer/ Finance Director – City of Selma, Alabama
<b>Subordinate Staff:</b>	None
<b>Department</b>	Finance Department
<b>Location:</b>	222 Broad Street, Selma, Alabama 36701
<b>Status:</b>	Regular, F/T 40 hrs./wk.
<b>Schedule:</b>	Monday – Friday- some Weekends and Holidays
<b>Rate of Pay:</b>	\$30,000.00 - \$35,568.00 (salaried position) Annually

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**Job Summary:**

Under the supervision of the City Treasurer, the employee performs accounting work relating to calculating pay, deductions, and issuing payroll checks. The employee works with the City Treasurer daily in the interest of responsible fiscal management. The employee prepares and coordinates changes to payroll and benefit records. The employee also assists the public in the payment of bills. Responsibilities and tasks are performed in accordance with well-established procedures and practices. This job is considered as security-sensitive and is subject to a pre-employment background check.

**KEY RESPONSIBILITIES:**

- Acts in the capacity of the Payroll Administrator and time-keeping systems.
- Maintains payroll information by collecting, calculating, and entering data.
- Prepares reports by compiling summaries of earnings, taxes, deductions, leave, disability, and nontaxable wages.
- Determines payroll liabilities by calculating employee federal and state income and social security taxes and the employer's social security, unemployment, and workers' compensation payments.
- Resolves payroll discrepancies by collecting and analyzing information.
- Provides payroll information by answering questions and requests.
- Maintains payroll operations by following policies and procedures; reporting needed changes.
- Maintains employee confidence and protects payroll operations by keeping information confidential.
- Updates employee information to include supervisor, addresses, work shifts etc. to ensure accuracy of employees' records.
- Reconciles all time sheets; contacts supervisors regarding any missed punches.
- Verifies and/or makes any payroll changes before each payroll is generated.
- Generates and communicates payroll changes made for existing employees.
- Generates paper checks.
- Loads "base pay", deductions, and holiday pay for each employee group; enters changes in the base for each employee who has sick, vacation leave, etc. applied for the pay period.
- Submits 941 (federal) tax payments of each payroll week.
- Submits monthly payments, state withholding, and RSA of each payroll period.
- Processes all payroll liabilities.
- Submits quarterly reports: federal, state, and state unemployment.
- Assists in maintaining electronic and hard copy personnel files.
- Processes and maintains garnishments for insurance and other discrepancies as outlined in court orders.
- Completes and processes W-9 and Affordable Care Act (ACA) forms.
- Processes all W-2s.

- Creates RSA files for employees with demographics and uploads to RSA.
- Attends job fairs and payroll related training as a representative of the City.
- Answers/responds to employee payroll-related questions and requests for assistance.
- **Performs other job-related duties as required or assigned.**

#### **QUALIFICATIONS**

- Possess a high school diploma or GED with completion of college-level courses in business, accounting, and finance; an associate's degree in business, accounting or finance from an accredited college is preferred.
- Minimum of two (2) years of professional experience working in accounts payable or receivable, or work in finance; professional work with the general public or within a governmental entity is preferred; or any combination of education, training and experience that demonstrates the above listed knowledge, skills, and abilities commensurate with the requirements of this job.
- Minimum of two (2) years of previous professional employment experience managing payroll functions is preferred.
- Possess a current and valid driver's license; must be insurable.
- Ability to obtain Alabama Certified Payroll Specialist (ACPS) designation through the Alabama Association of Public Personnel Administrators (AAPPA) within four (4) years of employment.
- Ability to be bonded.
- Ability to work extended or non-standard work hours.
- Ability to travel out of town to attend meetings or training programs.
- Ability to pass a pre-employment background check.

The **City of Selma** is an **Equal Opportunity Employer** and does not discriminate based on race, color, national origin, gender, age, disability, veteran status, or any other protected characteristic under applicable law.