



ISABELLA COUNTY, MICHIGAN

Position	Payroll Clerk	FLSA Status	Non-Exempt
Department	Administration	Pay Grade	Starting Wage \$20.59/hr

GENERAL SUMMARY

Under the supervision of the County Administrator/Controller, the Payroll Clerk will plan, develop, implement, and administer all aspects of the County's payroll functions in accordance with County policies and collective bargaining agreements.

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Employees may be requested to perform job-related tasks other than those specifically presented in this description.

- Prepares and processes transactions for payroll including, but not limited to, maintaining appropriate payroll records, processing bi-weekly time sheets, generate direct deposits, print payroll checks, generate and print reports and remittance checks.
- Completes data entry and processing of payroll in accordance with state and federal labor laws and approved union contracts.
- Balances and runs payroll checks, reports to various entities including departments, retirement companies and garnishments.
- Updates and maintains employee records in accordance with payroll related changes.
- Reconciles flexible spending, health and disabilities insurance contributions and prepares associated transfers.
- Completes a variety of payroll related tax forms, including State Tax, 941 Tax forms, and Unemployment Insurance Agency wage reporting.
- Generates and distributes reports to various departments pertaining to payroll.
- Calculates the year-end adjustments and prepares and distributes W-2's. Is responsible for year-end reporting of related information to the State, Federal agencies, and employees as directed.
- Provides backup on other functions as directed.
- Assists with the annual budget process in regards to payroll and employee data as needed.
- Assists in tracking and recording invoices for retiree health insurance.
- Cash receipting and data entry of retiree and health reimbursement checks.
- Responsible for the County's annual workers' compensation audit in regards to payroll and employee data.
- Performs other duties as assigned.

MINIMUM ENTRANCE QUALIFICATIONS

Education and Experience

- Associate's Degree in business-related field.
- One (1) to three (3) years of payroll and benefits experience.
- Any equivalent combination of education, training, and experience that provides the required skills, knowledge and abilities.

Licenses or Certifications

- None.

OTHER JOB REQUIREMENTS

- None.

PREFERRED QUALIFICATIONS

- Certified Payroll Professional (CPP) Certification.

COMPETENCIES FOR SUCCESSFUL PERFORMANCE OF JOB DUTIES

Knowledge of:

- Labor laws and regulations, including garnishments and withholding laws.
- Payroll tax laws.
- Basic accounting and budgeting.
- BS&A Financial System
- Modern office equipment, procedures and applicable software packages.
- Affordable Health Care Act.
- Departmental policies and procedures.
- Federal and state reporting requirements.

Skill in:

- Maintaining confidentiality.
- Organization and time management.
- Following written and oral instruction.
- Meeting scheduled deadlines.
- Attention to detail.
- Establishing and maintaining effective working relationships.
- Written and verbal communication.
- Balancing wage accounts.

WORK ENVIRONMENT/CONDITIONS

The work environment and exposures 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.

Work Environment	Seldom or Never	Sometimes or Occasionally	Frequently or Often
Office or similar indoor environment			X
Outdoor environment	X		
Street environment (near moving traffic)	X		
Construction site	X		
Clinical health care environment	X		
In the community (homes, businesses, etc.)	X		
Warehouse environment	X		
Shop environment	X		
Detention center or correctional facility	X		
Exposures	Seldom or Never	Sometimes or Occasionally	Frequently or Often
Individuals who are unpleasant or unhappy		X	
Individuals with known violent backgrounds	X		
Communicable diseases	X		
Bodily fluids (blood, urine, etc.)	X		
Infectious waste	X		
Extreme cold (<i>below 32 degrees</i>)	X		
Extreme heat (<i>above 100 degrees</i>)	X		
Moving mechanical parts	X		
Risk of electrical shock	X		
Vibration	X		
Fumes or airborne particles	X		
Toxic or caustic chemicals, substances waste	X		
Loud noises (<i>85+ decibels</i>)	X		

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.

The position involves *light physical demands*, such as exerting up to 20 lbs. of force occasionally, and/or up to 10 lbs. of force frequently, and/or a negligible amount of force constantly to move objects.

Date created:	04/18/2023
Dates revised:	12/12/2025