

City of Summerville  
Job Announcement  
Payroll/Finance Clerk

#### **JOB SUMMARY**

This position performs financial related duties in a government office.

#### **MAJOR DUTIES**

- Processes weekly and monthly payroll.
- Completes required quarterly reports.
- Submits payroll taxes.
- Prepares and distributes W-2s.
- Maintains employee leave records.
- Distributes department head monthly reports.
- Reconcile credit card payments.
- Prepares Probation reconciliation request for payments.
- Prepares daily reports.
- Enter Journal Entries.
- Customer service as needed.
- Prepares invoices as needed.
- Accounts Payable Backup and HR Backup
- Other duties as assigned.

#### **PHYSICAL DEMANDS/ WORK ENVIRONMENT**

- The work is typically performed while sitting at a desk or table.
- The work is typically performed indoors in a controlled environment.

#### **MINIMUM QUALIFICATIONS**

- Associate's degree or equivalent experience is preferred.
- Sufficient experience to understand the basic principles relevant to the major duties of the position usually associated with the completion of an apprenticeship/internship or having had a similar position for one to two years.

Any person interested in this position may submit an application at the City of Summerville, 120 Georgia Ave., Summerville, GA 30747. Resumes may also be submitted via e-mail to [ktucker@summervillega.org](mailto:ktucker@summervillega.org) or mailed to:

City of Summerville  
Attn: Kim Tucker  
P.O. Box 180  
Summerville, GA 30747