



IRON COUNTY ROAD COMMISSION JOB DESCRIPTION

TITLE: HR-PR Administrator/ Assistant Finance Director

GENERAL SUMMARY: Under the general direction Finance Director and Superintendent/Manager, performs a variety of complex accounting tasks such as processing AP and computing and preparing biweekly payroll checks and payroll related taxes and reports. Manages employee health and workers' compensation insurance billings and filings. Maintains employee and retiree personnel files. Provides a wide variety of office assistance in administrative and personnel areas.

EXAMPLES OF TYPICAL DUTIES:

- Greeting and directing all visitors.
- Answering the telephones; referring incoming calls and taking messages, including listening to complaints from the public and responding appropriately. Explaining Commission policies and procedures; quoting fee schedules. Must check answering machine daily and relay messages as needed.
- Assisting in preparation for the monthly meeting. Printing meeting minutes into the permanent record book and posting minutes online.
- Verifying and processing employee timecard data and monthly Commissioners' salaries; processing biweekly payroll using the standards in the Accounting Manual for Michigan Road Commissions.
- Assigning new employee numbers; setting up and maintaining employee screens and hard files.
- Keeping accurate withholding and payroll deduction forms, current withholding, and miscellaneous payroll deduction amounts.
- Computing and posting employee benefits to their record, including earned and/or used annual, sick, personal, comp and funeral leave.
- Processing wage garnishments and Friend of the Court orders.
- Processing and balancing leave slips at the end of each pay period and updating leave banks at year end.
- Preparing and submitting quarterly 941, MERS and MESC reports and year-end payroll reports.
- Preparing and processing 1099's and W2's at the close of the payroll year, distributing to employees, vendors, and submitting to the government.
- Processing and submitting Workers' Compensation claims; working closely with the Workers' Compensation carrier on all work-related injuries or illnesses.
- Preparing, maintaining, and filing OSHA and MIOSHA logs and reports as required by law.
- Preparing and submitting insurance enrollments, terminations, and member changes for employees and retirees for health, dental, vision, prescription, Medicare Part D and COBRA. Answering questions from subscribers regarding their coverage. Work closely with various carriers via telephone and email monitoring correct billing and coverage for subscribers.
- Processing employee retirements.
- Maintaining confidential employee files and related employment records, and protected health and personal information.
- Track employee necessary physicals, certifications, and licensing.
- Making appointments for employee random drug testing, maintaining files and consulting with testing personnel.
- Preparing month, quarter, and year-end reports as required for accounting, state and/or federal reports, auditors, etc.
- Creating spreadsheets for various HR and PR accounting areas.
- Posting inventory usage of fuel, parts, and materials for each garage at month end. Assisting the Foreman and/or Stock Clerk with inventory issues as needed.
- Preparing inventory report sheets and leading the garages in the end of the year physical inventories.
- Reconciling inventory paperwork and providing an accounting of adjustments made, quantities and values reports to the Finance Director.
- Updating equipment rental rates after 12/31 of each year and before posting any time in the new payroll year.
- Creating and maintaining spreadsheets to log insurance payments, insurance reimbursements and federal and state payroll and withholding information for use by various auditors and/or prepare assorted reports for the auditors and Finance Director.

- Reviewing invoices for correctness; coding and entering data into AP. Processing AP and reconciling vendor accounts.
- Submitting vouchers to the County Treasurer for payroll, AP, and prepay checks.
- Balancing and reconciling the PR/AP bank account each month.
- Creating and issuing various permits for individuals and utility companies. Maintaining a separate yearly log for each type of permit issued and collecting and documenting the payments for all permits issued.
- Maintaining the Winter Night Patrol schedules logs; submitting the information to various law enforcement offices and reports to MDOT.
- Keeping and maintaining a log of the history of spring road restriction periods in Iron County.
- Prepares long term storage in compliance with the State Retention Schedule.
- Attending UP Road Clerks meetings to stay up to date regarding road commission issues and operations, practices, and procedures.
- Performing the duties of the Finance Director in their absence.
- Providing support to the Finance Director and Superintendent/Manager as needed.
- Ordering office supplies and maintaining the storeroom; basic housekeeping of assorted office machines.

The foregoing describes the HR-PR Administrator duties in general and should not be construed as a complete list of all assigned duties and responsibilities. The successful applicant shall be expected to exercise considerable independent judgement in successfully completing work assignments.

ESSENTIAL JOB ELEMENTS AND PHYSICAL REQUIREMENTS:

The HR-PR Administrator/ Asst. Finance Director position is generally within a professional office environment, free of adverse working conditions. However, some duties will encounter adverse conditions and the following physical requirements must be met:

- Mobility:** Able to walk extended distances and climb ladders, ramps, or steps to access equipment and facilities.
- Agility:** Able to lift, push or pull objects, weighing upwards of 20 pounds, and to operate equipment.
- Vision:** Able to read and comprehend instructions, directions, and similar written information in letters, memoranda, forms, and other documents.
- Hearing/Speech:** Able to converse orally with telephone or radio, and to receive and communicate information to employees and the public.

QUALIFICATIONS:

- Preferred associates level degree in business/accounting or closely related area or a minimum of at least three (3) years' work-related experience in payroll and accounting procedures, preferably in a governmental setting.
- Must be able to multitask, meet deadlines and prepare and maintain accurate records, reports, and correspondence.
- Must possess strong organizational, oral, and written communication skills and show proficiency in the use of Word, Excel, and related Microsoft programs.
- A willingness to work extended hours, as necessary.
- Ability to deal with people effectively and courteously.
- Must be able to operate various types of office equipment including multi-line telephone, calculators, fax, copy and adding machines, personal computer.

EMPLOYMENT STATUS:

This full-time position is not covered by a union contract. The successful applicant will serve at the pleasure of the Manager, which means resignation or dismissal with or without cause or notice at any time during employment. The Iron County Road Commission is an Equal Opportunity Provider and Employer.

The above job description has been developed based on the guidelines defined by the Americans with Disabilities Act (1990).