

Operations/Payroll Coordinator

Water Department - Marion, Iowa

Open Until Filled

First Review of Applications: October 17, 2025

<https://cityofmarion.bamboohr.com/careers>

JOB SUMMARY

Under general direction of General Manager, this position is responsible for analyzing and evaluating department functions and programs for efficiency, cost effectiveness, and overall maximum performance.

ESSENTIAL JOB DUTIES/WORK PERFORMED

List essential job functions that comprise the job; describe in terms of actions (verbs) and desired outcomes in order of most important first:

- Responsible for department's general ledger and all accounting functions.
- Maintain office software and integration with various components.
- Carries out a range of IT-related tasks.
- Assist in the development and implementation of the department budget.
- Prepare reports for general manager and monitors compliance with company policies.
- Perform human resource and payroll activities.
- Assess the performance of the department against the business' goals and plans.
- Keep current with payroll regulations and changes
- Keep current with health insurance/wellness regulations and plans: monitor cost and compliance, update plans in software, distribute plans to employees, update HR policy
- Setup and maintenance of Payroll/HR software and processes
- Process payroll. Remit withholding/employer contributions, quarterly reporting
- Annually process W2s
- Annually process 1094/1095's (ACA reporting)
- Prepare annual employee benefit letters; publish annual wage list
- Accounts Payable: review for capital assets and appropriate g/l entry, reconcile reporting with balance sheet, record accruals
- Void checks as needed
- Process 1099's, IRS filings, monitor new vendors/purchases, obtain W-9's as necessary
- Calculate City revenues, agreeing it with balance sheet and ensuring remittance is completed in a timely manner
- Sales tax and excise tax reporting/remitting
- Monitor cash flow & bank transfers
- Review, edit, create, process journal entries
- Monthly bank reconciliation, reconcile general ledger, prepare reports
- Annually create yearly calendar of off weeks, billing cycles, pay periods, office functions

- Department ERP software coordination: oversee cases, updates, testing, security and permissions, software setup and integration with other components
- Capital assets: record, report, depreciate
- Oversee meter reading hardware and software and integration with utility billing software
- Audit prep: reporting, compiling data, find info
- Prepare budget worksheets and maintain budget settings within software
- Utility rate forecasting/budgeting; maintain rate configuration within software; ensure accuracy of rate settings
- Determine need and appropriate method of data collection and reporting for internal and external needs
- Data analysis: develop trend statistics and analyze data to ensure operations integrity
- Keeps management informed of data analysis results
- Forms creation & maintenance, both inside department ERP and outside
- Corrections to staff or system errors
- Prepare for and assist with IPERS audits and Work comp audits
- End of year financial and payroll reporting
- Attend seminars/networking/training events
- Building/yard cleaning and maintenance
- Provides historical reference by defining procedures for retention, protection, retrieval, transfer, and disposal of records.
- Maintains professional and technical knowledge by attending educational workshops; establishing personal networks; participating in professional societies.
- Assists in preparing an annual budget; scheduling expenditures; analyzing variances; initiating corrective actions.
- Contributes to team effort by accomplishing related results as needed.
- Use a range of office software, including email, spreadsheets, pivot tables and databases.
- Maintains personnel records.
- Participates as needed in special department projects as assigned.

REQUIRED KNOWLEDGE, ABILITIES, AND SKILLS

List key dimensions (measurements for success) for this position:

- Must be a team player
- Ability to track budget expenses
- Advanced accounting skills, reporting skills, and data analysis skills
- Sound reasoning and ability to find resources and methods needed to recommend new processes and revamp existing processes
- Good planning and organizational skills
- Well-developed interpersonal and communication skills
- Ability to occasionally lift objects up to 50 lbs.

EDUCATION/EXPERIENCE

List the minimum requirements to be considered for this position:

- Bachelor's degree or equivalent experience
- Meet eligibility requirements for employee fidelity bond as set by Department's insurance carrier
- At least four years of previous experience in office coordinator role.

WORKING CONDITIONS

List working conditions for this position:

- Works a standard work week.
- May be required to work overtime upon demand of workload

REQUIRED BACKGROUND CHECKS

List working conditions for this position:

- Sex Offender Registry
- Drug Screening
- Driving Record
- Pre-Employment Physical