

As required by the provisions of 35C.1, Code of Iowa, notice of recruitment for the following positions is being given.

CITY OF NEWTON PAYROLL/BENEFITS CLERK

The **City of Newton** is seeking a dependable and detail-oriented individual to join the Administration Department as a **Payroll / Benefits Clerk**. This position is responsible for processing employee payroll, assisting with benefits administration, maintaining personnel records, and providing administrative support within City Hall.

Successful candidates will have strong organizational and computer skills, the ability to maintain confidentiality, and experience with payroll, benefits and office administration. Municipal or HR experience is a plus.

The City of Newton offers a collaborative workplace and the opportunity to serve your local community.

PURPOSE: Under the direction of the Administrative Services Manager, the Payroll/Benefits Specialist performs confidential and time-sensitive work related to payroll administration, employee benefits, and assists with human resources support for the city. The position maintains payroll and personnel records, coordinates employee benefit programs, and assists with HR processes to ensure compliance with applicable laws, policies, and collective bargaining agreements. This position also serves as Deputy City Clerk, providing backup support to the City Clerk and may clerk City Council or committee meetings as assigned.

RESPONSIBILITIES INCLUDE BUT ARE NOT LIMITED TO THE FOLLOWING:

Payroll Administration

- Collects, reviews, and processes employee timesheets to ensure compliance with City policies and labor agreements.
- Processes biweekly payroll for City employees and quarterly payroll for elected officials.
- Enters payroll data into the payroll system and ensures accurate and timely payroll distribution.
- Maintains payroll records including employee earnings, salary changes, benefit deductions, and leave accruals.
- Prepares and submits required payroll reports on a monthly, quarterly, and annual basis.
- Initiates payroll ACH transactions in accordance with established internal controls.
- Provides payroll documentation and information for internal and external audits.

Benefits Administration

- Coordinates employee benefit enrollment and maintains related records.
- Provides employees with information regarding health, dental, life, and other benefit programs.
- Conducts new employee orientation related to benefits and required personnel documentation.
- Coordinates annual open enrollment and communicates enrollment information to employees.
- Processes COBRA continuation coverage and related documentation.
- Coordinates retiree insurance continuation coverage with third-party administrators.

- Communicates enrollment changes to benefit providers and maintains accurate benefit records.
 - Responds to employee inquiries regarding benefit programs while maintaining confidentiality.
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Human Resources Support

Assists the Administrative Services Manager with a variety of human resources functions, including:

- Maintaining personnel files in compliance with legal and organizational requirements.
 - Assisting with exit-related documentation.
 - Maintaining workers' compensation records and coordinating with claims administrators.
 - Assisting with OSHA reporting and safety documentation.
 - Communicating HR policies, procedures, and regulatory requirements to employees.
 - Maintaining records of authorized positions and salary grade assignments.
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Deputy City Clerk Responsibilities

- Serves as Deputy City Clerk and provides backup support to the City Clerk as needed.
 - May attend, record, and prepare minutes for City Council, board, and committee meetings.
 - Assists with maintaining official City records and documentation.
 - Supports compliance with applicable open meetings and public records laws when performing clerk duties.
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Administrative Support

- Serves as backup support for the Executive Assistant.
- Responds to requests for information from employees and the public.
- Maintains procedures and documentation related to areas of responsibility.
- Assists with special projects assigned by the Administrative Services Manager and City Administrator.
- Performs other related duties as assigned.

QUALIFICATIONS:

Education and Professional Certification: Requires high school diploma or equivalent, i.e., GED. Additional coursework or an associate degree in business administration, human resources, accounting, or public administration is preferred.

Knowledge, Skills, and Abilities:

- Knowledge of payroll processing procedures and payroll regulations.
- Knowledge of employee benefits administration and HR practices.
- Ability to maintain accurate records and perform detailed work with a high degree of accuracy.
- Ability to maintain strict confidentiality when handling personnel information.
- Strong organizational, time-management, and problem-solving skills.
- Ability to manage multiple tasks and meet deadlines.
- Proficiency with payroll systems, spreadsheets, and standard office software.
- Ability to communicate effectively with employees, management, and the public.

Minimum Job-related experience: Requires more than two years and up to four years of prior related experience. Public sector or municipal experience is preferred.

Supervisory Responsibility: No supervisory requirements.

Human Relations: Requires contacts primarily with co-workers and peers and some public to provide information, enforce ordinances, explain and interpret and give advice.

Responsibility: Accountable for own work or work of immediate unit. Impact on operations, costs, expenses, results, equipment or employee or public satisfaction is moderate. Errors may cause inaccuracies; unnecessary costs could be difficult to discover.

Complexity, Guidance and Judgment: Work is generally standardized involving a wide range of tasks and choice of action within limits set by standard practices and procedures. Receives general guidance, i.e. guidelines are available, but not always applicable.

Confidentiality: Regularly required to work with data, processes, or confidential information where disclosure is a serious breach of trust.

Working Conditions: Agreeable working conditions. Job has no effect on personal comfort.

Mental and Visual Demands: Requires occasional periods of high mental and/or visual attention and concentration, or moderate sustained concentration, where work is repetitive and the operation requires alertness, with manual dexterity.

ADDITIONAL REQUIREMENTS: For those tasks where a personal or City vehicle is used, an individual must be physically capable of operating the vehicle safely, possess or have the capacity to attain a valid Iowa operator's license and have an acceptable driving record.

Compensation

Range of \$47,663-\$69,582/Hiring up to \$59,353 DOQ based on 40 hours per week. Excellent benefits package including health, life, long term disability insurance, sick, vacation and holiday leave.

Application Process

Applications are available at www.newtongov.org/employment.

Applications must be submitted by April 1, 2026. EO//AA Employer EEO. Contact Katrina Davis at 641-791-0807 with any questions.

Posted March 11, 2026