Job Description

Job Title	**Accounting and Human Resources**
FLSA Designation	**Non-exempt**
Pay Grade	**$22.38 - $32.95 hourly**
Effective Date	**October 1, 2026**

General Statement of Duties

Serves as a Payroll/Accounting Clerk and Human Resource Clerk for the Morgan County Emergency Management Communication District (MCEMCD); performs related work as required.

Distinguishing Features of the Class

Under general direction, provides financial and human resource assistance to employees and the Director in carrying out the functions of the MCEMCD. Reports to the Director.

Examples of Essential Work (Illustrative only)

- Performs responsible clerical and bookkeeping duties in preparing, paying and maintaining fiscal, payroll, and tax records.
- Reviews and corrects payroll time sheets, and maintains paid time off balances.
- Prepares and maintains a variety of accounting records including payroll, accounts payable, accounts receivable, and subsidiary accounts.
- Complies accounting data for preparation of financial reports and statements.
- Prepares all reports and paperwork for yearly audits and works one on one with the State Examiners' office representative during their audit of MCEMCD.
- Reviews and verifies fiscal documentation for accuracy and completeness.
- Compiles and organizes data to be used to prepare yearly budgets.
- Under the direction of the Director and MCEMCD Board, prepares annual budgets.
- Coordinates, assists and counsels employees in benefits enrollment process.
- Maintains retirement records and submits monthly reports to the Retirement System.
- Prepares and reviews Employee Change Notices related to changes in employee status.
- Responsible for recruitment duties to include applicant testing, background checks, and screening

- Maintains accurate copies of employee plan documents for health insurance, life insurance, disability, retirement, and supplemental insurances.
- Advises employees of benefit options.
- Acts as a liaison with insurance carriers related to specific employee concerns or benefits.
- Communicates MCEMCD benefits plans and programs as part of the New Employee Orientation sessions.
- Assists employees regarding Retirement Systems options.
- Performs other duties as required.

Required Knowledge, Skills and Abilities

- Knowledge of filing and record keeping methods.
- Knowledge of the operation of personal computers, word processing and common business software, inclusive of QuickBooks accounting software.
- Thorough knowledge of bookkeeping, payroll, and general financial procedures as required by the Alabama Department of Examiners of Public Accounts.
- Ability to read, write, spell and speak in clear and concise English.
- Ability to interact effectively with employees, the public and governmental entities.
- Ability to organize work effectively to meet critical deadlines.
- Ability to keep the Director thoroughly informed on all financial matters.

Required Special Qualifications

- Must have college level training in human resource, payroll, bookkeeping and accounting or any combination of training and experience equivalent to a four year degree.
- Ability to pass a full police background investigation and drug screening test.
- Possess a valid driver's license authorizing the operation of a motor vehicle within the state of Alabama.

Essential Physical Abilities

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodations, which permits the employee to communicate effectively;
- Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to operate a keyboard and a multi-line phone system;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to operate in an office environment.