

TO: MAYOR AND CITY COUNCIL

FROM: JON RADERMACHER, City Administrator

SUBJECT: Payroll Technician and Accounts Payable/Human Resources Assistant Position

MEETING DATE: February 17, 2026

BACKGROUND

In the 2026 Budget, funds were allocated to hire an additional administrative position. Admin staff met to discuss the roles and responsibilities most needed in a new position, which will be utilized to balance out the workloads of the existing staff and support all City staff. It is important to remember that prior to 2020 Administration and Finance was comprised of the City Administrator, Assistant City Administrator/Finance Director, and four admin and finance staff to cover Human Resources (HR), Accounts Payable (AP), Utility Billing (UB), receptionist (for permitting), and administrative support, and this does not include the License Center staff. Additionally, there was an administrative support staff for Public Works. Today, this team comprises the City Administrator, City Clerk, AP/HR Technician, Utility Billing Clerk/Administrative Assistant, and License and Permit Technician, with no support staff for Public Works. When the Assistant City Admin/Finance Director retired, those duties were absorbed into various positions within the administration. It is clear that while the work can be completed, it comes at the expense of additional overtime costs and substantial workloads, which prevent the team from taking on new projects that could improve operational efficiency and balance workloads.

The position description that has been drafted creates a role that will have a primary focus on supporting staff in all departments of the City, by absorbing the primary responsibilities of payroll on a regular basis, as well as employee paperwork like enrollment forms, benefit elections, helping employees understand contract and personnel policy details, and other functions that support City employees. Additionally, the secondary duties will bring support and redundancy for the AP operations. This will benefit our staff with entering payments, collecting data, and ensuring the accurate and timely processing of payments to our vendors and staff. Other functions that will be supported by this position include customer service, communications, elections, and other duties as assigned.

The position has been evaluated and scored for pay equity points through the JET system, it scores 262 points on the JET System which places it as a Grade 6 position with a starting wage of \$30.32/hour.

STAFF RECOMMENDATION

Approve the position description for the Payroll Tech and AP/HR Asst, points and grade, and approve posting for the position.

REQUESTED COUNCIL ACTION

Motion to approve the position description, points, grade and authorize posting for the Payroll Tech and AP/HR Assistant.

Payroll Technician and Accounts Payable/Human Resources Assistant

Dept/Div:

Administration

FLSA Status:

Non-Exempt

General Definition of Work

Performs multiple functions in the Administration Department of the City, with a primary responsibility of processing payroll and supporting employees with their enrollments, onboarding, benefit coordination, and other support functions. Additionally, the position is anticipated to provide assistance and redundancy to accounts payable, customer service, communications, elections, and other administrative functions as assigned.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential Functions

Process the payroll of the employees at the City of Cannon Falls, completely, accurately and timely for all employees on a bi-weekly basis.

Understand and interpret personnel and labor contract language to appropriately provide pay and benefits to employees.

Support employees of the City with their enrollment paperwork, including tax forms, benefit initiations, any change of benefits, and training and advise staff on how to access their benefit information.

Establish a knowledge base of City employee benefits, stay informed to changes in State and Federal law that impact those benefits, and be able to help employees understand those benefits, changes, and provide general assistance to assist employees navigate the benefits they choose to enroll in.

Support the Human Resources Tech/Accounts Payable Clerk (HR Tech/AP Clerk) in the entry and submittable of payments from the City to vendors.

Assistance to HR Tech/AP Clerk will require entry of claims, gathering of information for reporting, and other duties needed to process payments under guidance of the HR Tech/AP Clerk and City Administrator.

Provide secondary assistance to customer service duties, communications and public engagement at City Hall, which include and are not limited to greeting residents and customers with a kind supportive approach, answering phone calls, reviewing and redirecting generic emails from our information centers, updating and changing information on our City Website.

This position will also be required to undertake training to serve for elections held within the City of Cannon Falls.

Provide support and assistance when available to other staff within other departments outside of administration and the City Council, if needed.

Other duties of general government administration as assigned.

Knowledge, Skills and Abilities

The position will be required to develop thorough knowledge of the City's policies, procedures, contracts, and ordinances regarding personnel, and employee pay and benefits; thorough knowledge of state and federal employment laws; general knowledge of accounts payable and payroll systems (currently Black Mountain Software), procurement policies, general accounting principles and local government finances. Ability to communicate effectively through multiple media, i.e. in person, telephone, video conferencing, email, written, etc. Ability to work in an ever-changing environment with diverse priorities and demands throughout the year. The position will excel with the skills of serving the community through friendly communication, efficient and accurate completion of tasks related to

payroll and accounts payable, and support fellow team members navigate complex and unfamiliar benefits that they are offered and entitled to receive.

Education and Experience

High school diploma or GED and minimal experience in related field, public sector experience desired; Associate Degree in Accounting, Business Management, Public Administration, Human Resources or related field; or equivalent combination of education and experience.

Physical Requirements

This work requires the occasional exertion of up to 25 pounds of force; work regularly requires speaking or hearing and using hands to finger, handle or feel, frequently requires sitting and occasionally requires standing, walking, reaching with hands and arms, lifting and repetitive motions; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data and observing general surroundings and activities; work has no exposure to environmental conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

Last Revised: 2/9/2026

262 points - JET System

City of Cannon Falls, Minnesota