



PAYROLL AND ACCOUNTING SPECIALIST

Administration

DISTINGUISHING CHARACTERISTICS:

This non-exempt position is responsible for processing routine accounting functions including payroll, accounts payable, and accounts receivable. This position performs a wide variety of regular and recurring accounting procedures, including calculating, posting, verifying, preparing, and mailing checks for payments of bills and reconciling designated accounts. This position maintains varied accounting office filing systems and records to assure proper follow-through. This position takes direction from the Finance Manager to perform a variety of accounting, financial, budgetary and statistical record keeping duties. This position has no direct supervisory responsibilities.

ESSENTIAL FUNCTIONS:

- Prepares semi-monthly payroll using ADP and EZ Labor. Processes payroll including retirement, tax reporting, employee benefits, direct deposits and other related functions.
- Processes and reconciles accounts payable for employee medical, deferred compensation and PERS.
- Classifies, codes, and processes financial transactions using an automated system
- Reviews financial data from a variety of source documents and verifies for accuracy, completeness and compliance.
- Processes accounts payable to vendors, advance travel funds, and employee reimbursements and maintains accounts.
- Compiles monthly 911 calls for service
- Prepares calls for service, 800MHz, miscellaneous and agency billing and accounting documents.
- Applies cash payments to various accounts; makes daily deposits.
- Reconciles all payroll liability accounts quarterly.
- Responds to employee inquires regarding calculations pertaining to paychecks.
- Applies State and Federal laws and contract provisions related to payroll, and salary and benefits plans to calculate overtime rates and other variations to pay; maintain accounting of all leave balances.
- Audits and verifies accuracy of system-generated audits and reports, balances and resolves discrepancies as necessary.
- Provides research, auditing, financial and account processing support for the Finance Manager.
- Assists Finance Manager with month-end, quarterly, and year end reconciliations.
- Compiles preliminary financial documents for Finance Manager's review. Assists Finance Manager in developing the narrative portion of the annual budget.
- Assists in preparing for CALEA accreditation.
- Conducts customer research as necessary.
- Performs other related work as assigned.

- Provides back-up for Administrative Support Clerk.

AUXILIARY FUNCTION(S)

May be required to perform back-up HR functions such as: administrative recruiting (applicant screening, tracking, interview and testing coordination), new hire paperwork, benefit administration, verification of employment, unemployment, process union step increases and other HR duties or projects as assigned.

INTERPERSONAL CONTACTS

Contacts are made both inside and outside the organization. Internal contacts frequently include the Administrative staff, Supervisory staff, and Represented Staff. External contacts may include VCC customers, other governmental personnel and outside vendors. Interactions are a blend of giving and receiving of information. Contacts frequently include sensitive and/or confidential information. 80% of outside interactions are via the telephone or electronic communications.

REQUIRED KNOWLEDGE OF/SKILL IN:

- Policies, procedures, rules and practices affecting the development, maintenance and control of budgeting and accounting systems.
- Data processing applications related to payroll, accounting and auditing functions.
- Business and tax regulations.
- Computer and related software use including financial, spreadsheet, word processing and graphics.

REQUIRED ABILITY TO:

- Fluent use of the English language.
- Understand and interpret complex rules, regulations and contracts from the IRS, State,
- SOP's and two union contracts
- Maintain accurate financial and narrative records, spreadsheets and reports.
- Analyze, reconcile, balance and audit assigned accounts.
- Make complex and varied mathematical computations and tabulations rapidly and accurately.
- Troubleshoot, identify and correct errors and omissions.
- Operate computer, 10-key adding machine, calculator, printer, copier, telephone, fax machine and other standard office equipment.

- Establish and maintain cooperative and effective working relationships with managers, co-workers, represented staff, customers, and vendors.
- Exercise a high degree of independent judgment in problem solving and decision-making related to professional accounting duties.
- Work confidentially and with discretion.
- Be reliable, dependable and report for work on a consistent basis.

REQUIRED EDUCATION AND EXPERIENCE:

Associate of Arts Degree in Accounting or related field. Pertinent experience may be considered in-lieu of formal education requirements.

PLUS:

- Two (2) years of experience in processing payroll

DESIRED QUALIFICATIONS:

- Experience in municipal accounting including payroll
- Experience with ADP and EZ Labor

LICENSES AND CERTIFICATION:

- None required.

WORK ENVIRONMENT:

Office environment with frequent interruptions.

PHYSICAL, SENSORY AND MENTAL DEMANDS:

- Light lifting, carrying and pushing objects weighing up to 50 pounds.
- Dexterity of hands and fingers to operate standard office equipment, including computer keyboard.
- Sitting for extended periods of time
- Seeing to read and assure the accuracy of financial documents, reports and spreadsheets.
- Hearing and speaking to exchange information in person and on the telephone.
- See Appendix PAS- A

Approved: