



Job Description

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|-----------------------|-------------------------------------|----------------------|----------|
| Job Title | Accounting Tech III – A/P & Payroll | Department | Finance |
| Reports to | Finance Director | Salary Level | VII |
| Classification | Non-Exempt | Revision Date | 09.12.16 |

I. General Description

This position is responsible for performing accounting functions in the areas of payroll and accounts payable.

II. Reasonable Accommodations

To perform this job successfully, an individual must be able to perform each essential job duty and physical demands satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

III. Essential Job Duties

Payroll

1. Process bi-weekly payroll:
 - (a) Review timesheets, calculate and code hours, and investigate discrepancies.
 - (b) Input timesheet info and any payroll adjustments into accounting system.
 - (c) Print payroll register and submit for review and approval.
 - (d) Prepare electronic payments for payroll, payroll taxes, savings accounts, etc. Print payroll checks, obtain signatures, and distribute to employees.
 - (e) Prepare check requests for child support, union dues, etc.
2. Maintain payroll files, both physical and digital.
3. Set-up new employees in the accounting system and make changes to employee records for personal and payroll data. Maintain tax and insurance records and changes. Enroll employees in health, dental, and life insurance benefits, PERS, etc.
4. Backup for new employee orientation to include health insurance enrollments.
5. Research payroll/benefit related questions.
6. Annual calculation of employee taxable life benefit.



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7. Annual preparation of employee employment status and benefit schedule for ACA reporting.

Accounts Payable

1. Process accounts payable:
 - (a) Reconciling invoices with purchase orders, receiving documents, freight bills, etc.
 - (b) Verify account coding and management approvals.
 - (c) Input payable information into accounting system.
 - (d) Print accounts payable edit list and submit for review and approval.
 - (e) Prints checks weekly, obtain signatures, and mail checks to vendors.
2. Maintain accounts payable files; both physical and digital.
3. Daily creation of purchase orders and monitoring of purchase order closeout.
4. May perform purchasing function for certain departments.
5. Research accounts payable related questions.

General Accounting

1. Credit card reconciliation and posting.
2. Preparing monthly journal entry adjustments for mechanic expense allocations.
3. Preparing monthly journal entry adjustments for fuel expense allocations.
4. Distribute revenue and expense reports to Dept. heads biweekly.
5. Provide requested items to auditors for their review.

Other Tasks

1. Monitor the inventory and purchase of all finance department office supplies.
2. Maintain the department postage meter.
3. Prepare and maintain OSHA reports.
4. Other tasks as requested by Finance Director.



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- 5 Create and/or maintain a standard operating procedure (SOP) for all job duties.

IV. Knowledge, Skills, and Abilities

Knowledge:

This position requires proficiency in the following areas:

1. Knowledge of accounting software, general office procedures, equipment and filing system.

Skills and Abilities:

This position must demonstrate the following skills and abilities:

1. Excellent written and oral communication skills, problem-solving skills, and interpersonal skills.
2. Must be able to operate the following; personal computer, including word-processing, spreadsheet, and database software, 10-key calculator.
3. Meet operational deadlines in accordance with prescribed goals and objectives.
4. Ability to work independently.
5. Interact with the public in a courteous, helpful and professional manner.
6. Work with co-workers, outside agencies, and vendors in a professional manner.
7. Maintain the confidentiality of information acquired during service as a City employee.

V. Work Environment and Physical Effort

Office environment. This position is located off of a busy, open area office. The employee is faced with constant interruptions and must meet with others on a regular basis. While performing the duties of this job, employee will frequently be required to use hands and fingers dexterously to operate office equipment. The employee will have to spend long hours sitting and using office equipment and computers which can cause muscle strain. Must possess mobility to work in a standard office setting and to use standard office equipment, including a computer; strength to lift and carry materials weighing up to 20 pounds; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. There are a number of deadlines associated with this position, which may cause significant stress.

VI. Education and/or+ Experience

Education:

1. High School Diploma or GED.

Experience:

2. Minimum of 2 years experience in payroll and payables processing, computer competence, and bookkeeping knowledge.

VII. Certification and Training

1. National Incident Management System (NIMS) compliance training and certification within 6



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months of hire.

VIII. Supervisory Responsibility

None

IX. Scope of Employment

Regular, full-time employment, non-exempt position.

X. Acknowledgment:

I understand the duties of my position as contained in this job description.

Employee: _____ Date: _____

This job description is accurate and has been reviewed by the above employee.

Supervisor: _____ Date: _____

This job description approved by:

| | Initials | Date |
|------------------|--------------------|------------------|
| Department Head: | <u>NR</u> | <u>8-23-17</u> |
| City Manager: | <u>[Signature]</u> | <u>23 Aug 17</u> |