

PAYROLL AND ACCOUNTING SPECIALIST

General Statement of Duties

Performs responsible clerical and accounting work including technical and specialized governmental accounting work processing payroll in the County Finance and Human Resources Department.

Distinguishing Features of the Class

An employee in this class performs a variety of technical and specialized accounting tasks in support of the finance and human resources operation of the County. Work involves researching and applying accounting or administrative procedures, principles of bookkeeping, and basic fund accounting to the review and processing of accounting and other financial documents including processing the bi-weekly payroll. Payroll duties include creating payroll records for new employees; verifying time and leave records comply with County policies and FLSA regulations; entering work time for employees; entering leave, pay and benefits changes; interpreting and applying the County's personnel and payroll policies to unusual situations; computing and issuing the payroll and producing a variety of payroll records and related reports including monthly tax and fringe benefits reports. Work also includes balancing daily receipts, preparing deposits and posting detailed accounts receivables to the general ledger, and special projects in finance and human resources. Work is performed under the general supervision of the Finance Director/HR Officer and is evaluated through conferences, accuracy and completeness of records and reports, and by independent audit of financial records.

Duties and Responsibilities

Essential Duties and Tasks

Serve as first point of contact for Finance/HR Office including answering the telephone and assisting customers coming into the office.

Prepares bi-weekly payrolls for the County; maintains and processes all documents for the payroll; makes adjustments to records, contacts department or employees about problem areas; enters new employees into database and updates changes; incorporates garnishment, child support and other required deductions into payroll.

Runs payrolls; verifies accuracy and balances; processes direct deposit and cuts checks; reconciles and balances insurance bills and prepares payments for payroll vendors; balances and submits electronic files to bank; remits retirement system payments.

Reconciles, balances and files required payroll and fringe benefits reports to Federal and State agencies; generates and distributes W-2's; answers questions on these tax forms; prepares and submits unemployment report.

Balances daily cash receipts, prepares deposits and posts detailed accounts receivables to the general ledger; maintains spreadsheet and participates in reconciling and balancing cash receipts on a weekly basis following internal protocols.

Perform activities in support of the human resources functions, including assisting in the development of new human resources programs and projects, special programs and projects as assigned including the alcohol and drug testing program.

Compiles information from a variety of financial records and prepares monthly, quarterly and annual reports for management and State and Federal agencies; uses various report writing and spreadsheet applications to compile information.

Collects for commercial business solid waste accounts, occupancy taxes, EMS fees, and all other types of revenues for the County;

Maintains spreadsheet of cash receipts and participates in balancing and reconciling receipts on a weekly basis following internal protocols.

Work with Assistant Finance Officer and Finance Director on monthly bank reconciliations on all accounts.

Review journal entries as needed prior to posting into the accounting system.

Post cash receipts as needed.

Assists external auditors with annual audit of payroll records; prepares files and reports as needed.

Cross-trains and serves as back-up to or in the absence of other staff.

Additional Job Duties

Perform related duties as required.

Recruitment and Selection Guidelines

Knowledge, Skills and Abilities

Considerable knowledge of public accounting principles, practices and procedures.

Considerable knowledge of personnel payroll practices and principles and their relationship to accounting and legal requirements.

Considerable knowledge of County functions and account structures especially in relation to schedules, time recording, payroll and accounting processes.

Working knowledge of the fiscal policies and statutory requirements governing County funds including Governmental Accounting Standards Board (GASB) pronouncements, and Federal and State laws pertaining to public finance.

Considerable knowledge of computer operations and applications related to accounting, payroll, financial analysis and reporting.

Considerable knowledge of the County's budgeting, accounting, and purchasing policies and procedures.

Working knowledge of laws, rules, regulations, policies and practices that apply to human resources and related accounting functions especially payroll in the public sector.

Skill in the use of information technology equipment and associated software products such as word processing, spreadsheets, and database programs to develop forms, form letters, tables, spreadsheets, databases, etc. to compile records and generate reports.

Ability to understand and apply policies and regulations to the maintenance of financial and payroll records and reports.

Ability to use judgment and discretion in handling payroll, accounting and human resource issues.

Ability to handle multiple, potentially competing priorities in an efficient and effective manner.

Ability to verify payroll, accounting, and personnel documents and forms for accuracy and completeness.

Ability to make arithmetic computations accurately and with reasonable speed.

Ability to communicate effectively in oral and written forms.

Ability to establish and maintain effective working relationships with supervisors, coworkers, payroll vendors, auditors and the general public.

Ability to maintain sound judgement and confidential information.

Physical Requirements

Must be able to perform the basic life operational skills of stooping, reaching, walking, lifting, fingering, talking, hearing, and repetitive motions.

Must be able to perform sedentary work, exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push or otherwise move objects.

Must possess the visual acuity to prepare and analyze data and figures, perform accounting work, operate a computer terminal, and do extensive reading.

Desirable Education and Experience

Graduation from a college or university with an Associate's degree in accounting, business or related field and considerable experience in accounting and payroll in the public sector; human resources experience desirable; or an equivalent combination of training and experience.

Alleghany County
2020