

City of Cordova Position Job Description
Accounting Specialist, Accounts Payable/Payroll

DEPARTMENT: FINANCE
SUPERVISOR: COMPTROLLER
CLASSIFICATION: FULL TIME, OVERTIME ELIGIBLE, IBEW BARGAINING UNIT
HOURS: MON-FRI OFFICE HOURS, 0800-1700

SUMMARY

The AP/Payroll Accounting Specialist performs moderately difficult accounting functions related to the timely payment of all City of Cordova invoices under the guidance and supervision of the Comptroller or Finance Director. The Specialist conducts all payroll processing and reporting activities for City employees in accordance with Collective Bargaining Agreements, local ordinances, and state and federal laws.

GENERAL STATEMENT OF DUTIES

Performs review, recording and payment functions related to City-owned monies to third parties. Tracks spending and reports conformance with budgeted expenses.

Conducts the City's payroll functions, ensuring pay is processed on time, accurately, and in compliance with government regulations and the collective bargaining agreement. Maintains payroll files and employee benefit information. Performs related payroll accounting and reporting activities.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Receives and reviews vendor invoices, requests for payment and checks; records and processes payments in a timely and accurate manner in accordance with Department processes.
- Reviews purchase orders; matches orders with invoices, verifies amounts, and enters data for payment; maintains purchase order database.
- Works with Comptroller to reconcile AP journal to GL.
- Maintains continuing authorization and autopay forms for budgeted payments.
- Cross trains and provides back up to the front desk to include cash handling, answering the phone and directing calls to the appropriate department and providing quality customer service.
- Prepares payable reports; prepares checks for processing and payment to vendors.
- Performs account analysis and reconciliation, to include vendor statements and recorded payments; reviews and verifies the accuracy of transactions and accounting classifications assigned to various records.

- Maintains vendor listing with correct information.
- Reviews and generates year-end 1099's.
- Manages procurement cards, to include issuance, cancellation, reconciliation of statements.
- Utilizes payroll processing systems to ensure timely and accurate processing of payroll transactions, to include salaries, benefits, garnishments, taxes, and other deductions; identifies and recommends updates to payroll processing software, systems, and procedures.
- Follows Caselle checklist, issues pay checks and completes direct deposits.
- Ensures accurate and timely processing of payroll updates including new hires, terminations, and changes to pay rates; maintains employee records, including pay rate, deductions and benefits.
- Verifies validity and accuracy of payroll timesheets; enters time sheet data into Caselle; prepares, reviews and maintains accurate payroll registers and reports of payroll transactions; prepares paychecks, direct deposits as required.
- Prepares payments and reports for payroll taxes and benefits payments to appropriate agencies; prepares and reconciles quarterly and year-end reports, W-2s, and others as required.
- Prepare all payroll related state and federal quarterly reports for Comptroller review and signature.
- Assists Human Resources with leave accrual, pay increases, retirement and other benefits, and reconciliation of benefits with the books.
- Responds to questions from City employees regarding payroll questions; researches related precedents and legal requirements; recommends actions as necessary.
- Provides quality customer service in a professional, courteous and efficient manner.

MINIMUM QUALIFICATIONS

- A. Two (2) years' accounting experience with public contact preferred.
- B. Two (2) years' payroll processing experience.

PREFERRED QUALIFICATIONS

- A. Experience with Caselle government accounting software.

NECESSARY COMPETENCIES (KNOWLEDGE, SKILLS, ABILITIES, BEHAVIORS)

- A. Working knowledge of basic accounting theory and methods.
- B. Excellent interpersonal, problem-solving, and verbal and written communication skills.
- C. Ability to handle confidential employee and administrative information with tact and discretion; ability to maintain confidentiality.
- D. Ability to understand and follow written/oral policies, procedures and instructions; ability to interpret and apply pertinent laws and regulations as they relate to municipal finances.
- E. Ability to maintain a positive work atmosphere by acting and communicating in a manner that is respectful and fosters teamwork.
- F. Demonstrated integrity, ingenuity and inventiveness in the conduct of assigned tasks.

REQUIRED TECHNICAL SKILLS

Knowledge of computers and electronic data processing and transmission; proficient in a Windows environment, including word processing and spreadsheet software; knowledge of financial management software; knowledge of general office practices.

LEGAL REQUIREMENTS

As a condition of employment, this position is subject to a background check (criminal history, verification of education and employment history).

WORKING CONDITIONS

Work is accomplished in a general office setting.

PHYSICAL DEMANDS OF POSITION

Capable of sitting for extended periods of time. Clarity of speech and sufficient hearing, with or without reasonable accommodation, which permits effective communication during interactions with other employees. Sufficient vision, with or without reasonable accommodation, which permits the employee to use a computer screen and process numeric data. Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to operate a computer keyboard and access files. Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to move about in an office environment. Ability to lift and transport 25 pounds.

To perform the job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this job description are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. The omission of specific statements or duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

The job description outlines the general requirements and duties of an executive level position with the City of Cordova, which is an at-will position. This job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.