

City of Chehalis Position Description

Class Title: Accountant/Payroll
Department: Finance

FLSA Status: Non-exempt
Union Status: Represented
Update: March 2021

Position descriptions are intended to present a descriptive list of the range of duties performed by employees in the class. Descriptions are not intended to reflect all duties performed within the job.

NATURE OF POSITION

Performs professional accounting duties, recording and reporting of financial transactions, and budgetary control for assigned area(s) of responsibility; reviews fiscal records; prepares financial report, statements, and analyses; performs related duties as required.

SUPERVISION RECEIVED

Works under the general supervision of the Finance Director. Work is reviewed through personal conferences, group meetings, and written and oral reports reflecting results observed, reported, and achieved, and overall evaluation of results.

SUPERVISION EXERCISED

No direct supervision is exercised but position may act in lead capacity with other Finance Department staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Under general supervision of the Finance Director, this position performs the payroll administration and a wide variety of moderately complex to advanced accounting, auditing, and analytical tasks.

Payroll:

Responsible for all aspects of administering the City's payroll and benefit systems; review and evaluate data prepared by others for accuracy, consistency, and compatibility with labor contracts and adopted city policies; prepare and process monthly payroll with accuracy and efficiency; reconciles payroll reports and resolves discrepancies and suggest corrective action; balance and disburse payroll deduction payments to various agencies; monitor and reconcile payroll account balances; and submit all monthly, quarterly, and annual payroll related reports and statements including Forms 1095-C and Forms W-2; and provide management with regular payroll and leave reports.

Develops and completes appropriate forms for special wage/salary adjustments and payouts. Generate various ad hoc reports from the payroll system for various analysis and special accounting projects, as assigned.

Responsible for maintaining and updating payroll processing systems including benefit/deduction plan codes, rate schedules and tables, employee payroll database, tax reporting and audit records to comply with all applicable federal, state and city policies, rules, regulations, and laws.

Actively analyze labor contracts and policy updates to determine potential impact to the payroll system and administration. Research and recommend changes to the payroll system as needed. Work closely with system programmers for maintenance and/or corrections to new or existing system modifications when necessary.

Provide confidential assistance in labor negotiations, collects and compiles salary and other data from other government resources as requested.

Provide training and/or assistance to departmental payroll representatives or employees to explain payroll policies and procedures, and state and federal regulations and laws.

Responsible for maintaining payroll records in correlation with the State of Washington Records Destruction and Retention Laws.

General Accounting and Budgeting

Review and post daily cash receipts and deposits prepared by Accounting Technician, maintain the City's checkbook, and conduct monthly bank reconciliations of cash and investments.

Review utility billing revenue collection transactions and trial balances for accuracy and perform monthly reconciliation of utility billing revenues with the general ledger.

Review transactions and account balances for completeness, accuracy, and anomalies and prepare, audit, and document various routine and non-routine journal entries.

Review accounts payable vouchers prepared by Accounting Technician for accuracy including amounts, BARS codes, authorized signatures, and use tax and approve them in the accounting system for payment processing.

Prepare and submit various tax returns including monthly state combined excise tax and quarterly leasehold excise tax returns.

Perform general ledger month-end process: distribute monthly expenditures/budget status reports to city departments and compile summary of revenues, expenditures, and budget balances for all funds and submit to the Finance Director for preparation of monthly and quarterly finance report.

Assist in the maintenance of the City's financial management system including general ledger, budget preparation, and project accounting systems.

Assist in the preparation of annual financial statements, including calculating compensated leave of absences liabilities, preparation of Schedule 01, Schedule 06, and other schedules, and on-line filing of annual report to the State Auditor's Office.

Assist in the preparation of the annual budget by extracting, analyzing financial information, and computations including position budgeting and entering the budget line items in the financial systems and other budget documents.

Maintain and review CDBG and HUD rehabilitation loan records.

Maintain Finance Department files and records including journals, ledgers, and other financial records.

Assist with a variety of special projects such as new accounting system and management reports, special analyses and forecasts as required.

Coordinate with other City staff to determine necessary report information.

Provide technical assistance to outside auditors.

OTHER JOB FUNCTIONS

Assume specified duties of Finance Director in his/her absence.

Assist accounting technician with cash receipting, bank deposits, and accounts payable as necessary.

Assist with maintenance of grant fund accounting and fixed asset records as necessary.

Other related duties as assigned.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

Bachelor's degree in Accounting or closely related fields with an emphasis in Accounting; and

Two years of experience in full-cycle payroll administration and progressively responsible professional accounting, public financial management, financial reporting, and/or budgeting; and

Evidence of ongoing professional training (classes, seminars, conferences, etc.); or

An equivalent combination of education and experience that demonstrates the ability to perform the essential functions of the job.

PREPERRED QUALIFICATIONS

Professional level experience in municipal or governmental accounting strongly preferred.

CPA licensing desired but not required.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

Knowledge of the generally accepted accounting principles; governmental accounting and budgetary requirements; cost accounting, fixed assets accounting and budgeting.

Knowledge of automated financial information and reporting systems; financial control systems and methodology; written and verbal communication techniques; laws, rules and regulations that apply to local government fiscal operations and payroll administration.

PC based spreadsheets, database, and word processing applications.

Knowledge of the State of Washington Budgeting, Accounting and Reporting System (BARS)

Skilled in:

Skilled in the operation of listed tools and equipment.

Ability to:

Ability to develop, modify and implement accounting systems, standards, procedures, and financial controls
Ability to prepare complex and detailed financial accounting reports, financial statements, and schedules.

Ability to perform operational audits and review internal controls; recommend and advise management regarding need for improved accounting controls; and analyze impacts of accounting changes.

Ability to establish good and effective working relationships with co-workers, other public officials, subordinates, citizens, community groups, and other agencies.

Ability to exercise sound judgment in analyzing issues, identifying alternative solutions, projecting consequences, and making decisions and recommendations.

Ability to interpret and remain current on federal and state wage and tax laws, new legislation and regulatory rulings impacting payroll, and enforce adherence to requirements and advise management on required actions.

Ability to communicate clearly and concisely, orally and in writing, including complex information and technical data.

Ability to conduct thorough research on financial issues and communicate findings effectively to other City staff.

Ability to give and receive instructions.

Ability to deal constructively with conflict and develop consensus.

Ability to utilize reporting tools to compile statistical and specific payroll data.

Ability to meet physical demands of job and perform the essential job functions.

Ability to work independently from general instructions and broad work expectations.

Desired Skills and Special Requirements:

Competence with computer skills. Skilled in operation of listed tools and equipment.
Ability to successfully satisfy a background investigation. Must be bondable. Certification as a notary public within the State of Washington is desirable.

MACHINES, TOOLS AND EQUIPMENT USED IN PERFORMING ESSENTIAL JOB FUNCTIONS

Automated complex financial information and reporting systems, personal computer, including spreadsheet and word processing software (emphasis on Microsoft Office Excel and Word), calculator, telephone, copy machine, and fax machine.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed primarily in office settings. Hand-eye coordination is necessary in order to operate the equipment listed above.

While performing the duties of this job, the employee is regularly required to sit, talk, and hear. The employee is often required to stand; walk; use hands to operate and control tools and equipment; and reach. The employee may occasionally need to lift and/or move light objects up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those that an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed primarily in office settings. The environment is usually quiet.