

CITY OF OAK HARBOR

JOB DESCRIPTION

Job Title: *Accounting Technician - Payroll/Payables*
Department: *Finance*
Reports to: *Finance Director*
Status: *Non-exempt / Non-union*

Job Summary:

Coordinate and perform payroll, benefits enrollment, accounts payable, and other accounting related functions. As a specialist in these areas, provide customer-focused services to troubleshoot employee and department problems, and resolve concerns with vendors. Assist with communication and preparation of month-end, quarterly, and annual reports; perform other finance and personnel related functions.

Essential Job Functions:

1. Assist the Finance Director to develop the City's payroll and accounts payable policies, procedures, and programs; assist the HR Director with the payroll and benefits program; and work with department directors and employees to implement and maintain day-to-day routines and priorities.
2. Assist the Finance Director to implement and customize accounting related software and develop automated and internet related links and controls to meet department needs and considerations.
3. Maintain payroll calendar. Compile, input, process and distribute the City's monthly payroll including a semi-monthly draw, calculating necessary deductions. Issue payroll checks and process void/re-issue checks to employees as necessary.
4. Maintain confidentiality of sensitive information.
5. Set up and maintain employee direct deposit data. Initiate timely payroll direct deposits through specialized banking software.
6. Initiate timely transfer of bank funds for payroll and A/P procedures.
7. Implement payroll or benefit changes as authorized by new or revised employee contracts or negotiated labor contracts in a timely manner.
8. Serve as the City's accounts payable specialist, validate requests and issue accounts payable checks; process void/re-issue checks as necessary.
9. Request and maintain W-9 information for vendors and issue year-end 1099. Determine necessity of Washington sales/use tax for out-of-state purchases. Verify correct sales tax for independent contractors.
10. Maintain the City's long-distance and telephone plans and verify telephone charges.
11. Maintain necessary files for payroll, benefits and accounts payables, assuring confidentiality.
12. Accurately maintain and submit quarterly and annual reports such as payroll, benefits, and payables.
13. Assist the HR Department in providing orientation to new employees regarding payroll and benefits programs and assist all employees regarding questions about these programs.
14. Maintain retention schedule and archives for accounts payable documentation, payroll processing and association reports.
15. Establish and maintain effective and cooperative working relationships with City officials and department heads, co-workers, supervisors and the general public using good judgment to handle customer complaints, respond to inquiries and resolve concerns in a positive and timely manner using tact and courtesy, sometimes under stressful situations.
16. Assist the Human Resources Director in implementing payroll, benefits, and compensation related matters such as PAFs, market adjustments, COLA, changes in insurance plans, enrollment requirements, reimbursement program, and other day-to-day problem solving.
17. Serve as a resource to other finance and departmental administrative staff; provide back up for the switchboard as needed.

Associated Job Functions:

1. Attend various continuing education meetings and seminars, and workshops.
2. Perform other duties and responsibilities as assigned.

Performance Requirements (Knowledge, Skills and Abilities):

- Knowledge of technical accounting, payroll and accounts payable practices.

- Knowledge of computerized payroll, accounting software and associated City and department-specific software.
- Good mathematic skills and problem solving abilities.
- Thorough knowledge of English, spelling, grammar, vocabulary and punctuation.
- Good oral communication and strong customer service skills to communicate effectively with the public in a courteous and helpful manner in situations that are sometimes stressful.
- Good written skills and ability to draft, compose and proof correspondence and memoranda.
- Ability to follow written and oral instructions; including complex payroll regulations.
- Ability to work independently and accurately with minimal supervision.
- Ability to analyze problems and develop and implement sound solutions.
- Ability to maintain confidentiality of sensitive information.
- Ability to utilize standard office equipment and personal computer with associated City and department-specific software.

Work Environment and Physical Equipment:

Work is performed in an office environment and requires the ability to sit, stand, and use a computer for extended periods of time; eye/hand coordination and fine manipulation skills to operate computers and office equipment; as well as a normal range of hearing and visual acuity.

Experience and Training Requirements:

- High school diploma or GED equivalent **with** two (2) years college level accounting and computer courses, Associate's Degree is preferred, **and**
- Four (4) years of technical accounting experience such as full charge payroll and/or accounts payable, with customer service communication and problem solving responsibilities.
- Proficient computer operation skills and experience with a variety of software programs including Microsoft products, database, customized and menu-driven programs.
- Must pass driver's abstract and criminal history check to include credit check to be bonded.

A combination of education, training and experience that provides the required knowledge, skills and abilities to perform the essential job functions may be considered.

Established: Hulbert 95

FLSA: Non-exempt

Revised: 5/02, NWM/HR 1/04, HR 10/10, HR 3/12, HR 8/13, HR 1/14, HR 5/15

The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods, or otherwise to balance the workload.