

JOB DESCRIPTION: **ACCOUNTING SPECIALIST II – Area of Emphasis Payroll**DATE: **11/12/2021**

EXEMPT (Y/N):	No	JOB CODE:	CSC
DEPARTMENT:	Finance	CLASSIFICATION:	036D
SUPERVISOR:	Accounting Services Manager	SALARY RANGE:	24
UNION (Y/N):	No	LOCAL:	NA

GENERAL STATEMENT OF DUTIES: Participate in accounting and financial record keeping functions for the County. Perform a variety of duties including processing receipts, accounts payable, reviewing financial transactions, preparing statements and reports and processing payrolls. Work in conjunction with Human Resources to administer the benefit programs. Do related work as required.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Primary responsibility is to assure an accurate, timely and transparent payroll process, including (EOM, mid-month draw and final pay checks), prioritizing verification of data changes, payroll calculations, labor contract compliance and creating/maintaining systematic and efficient data entry and paper flow norms.

Administer all employee benefit programs including enrollment and terminations.

Coordinate and conduct new employee on boarding process and present benefits presentations to ensure employees gain an understanding of benefit plans and enrollment provisions.

Oversee fiscal administration of benefits including reconciliation and coding of all benefits bills.

Prepare PERS data uploads and monthly, quarterly and annual reconciliations. Become administrative expert in PERS. Troubleshoot data or billing requests from benefits vendors.

Prepare and, with manager approval, file monthly, quarterly and annual reports for federal, state and other taxes (including W-2s), unemployment and workers' compensation reports.

Respond to employee requests, questions and concerns regarding payroll and benefits in a timely manner and with a constructive customer service approach. Direct questions from employees to Human Resources when needed.

Coordinate payroll and benefits functions with the Human Resources Department as appropriate.

Fulfill all governmental regulatory mandates and ensure filings are performed as required.

Plan and administer annual open enrollment process. This includes preparation (or revision) and distribution of materials, conducting meetings to communicate changes to employees, arranging for on-site representation of providers when needed, and processing changes within deadlines.

Maintain contact with employees to facilitate proper and complete utilization of benefits for all employees.

Process monthly billings from benefit providers. Review billings for accuracy and approve for payment in a timely manner. Resolve discrepancies with carriers and payroll.

Participate as an active member of the Health Benefit Committee in support of Human Resources Director.

JOB DESCRIPTION: **ACCOUNTING SPECIALIST II – Area of Emphasis Payroll**DATE: **11/12/2021**

Update and maintain applicable documents on County intranet.

Assist the Accounting Services Manager and/or Finance Director with assessments of and improvements in payroll activities in order to minimize County exposure to fraud and increase business process efficiency that span accounting software, office procedures and internal controls methods.

Prepare schedules and carry out activities related to the year-end close, annual financial reporting and single audit related to area of emphasis. Work with auditor as needed to respond to testing requests and process audit adjustments to balance accounts.

Assure compliance and maintain payroll related and other assigned core finance files that assure payroll and related records meet departmental norms and requirements of state and federal law and/or Governmental Accounting Standards Board (GASB) standards.

Keep current process documentation for payroll related and other assigned core finance areas. Assist Finance Director and/or Accounting Services Manager with related policy review and updates.

Assist with employee education programs and creation of technical support resources for staff and elected officials in area of emphasis and other assigned core finance activities.

Core Finance: As a member of a small finance office of a full service county, a number of critical duties outside the area of emphasis will be included in the portfolio of responsibilities as primary or back up roles.

Accounts payable: assure that the weekly accounts payable process happens on time and according to local, state and federal requirements and the County's own internal controls procedures. Assess whether off-cycle check runs are merited. Prepare annual 1099 reports.

Vendor and contacts: maintain County vendor information, IGAs and other relevant documentation. Assure that contract-driven payments (items for which the County does not receive an invoice) are calculated properly and included in the appropriate AP cycle.

Credit or Payment cards: manage County card program including issuance and closure, monthly disbursement to vendor and monthly billing reconciliation.

Budget support: prepare portions of County and component unit budget documentation. Assist with grant budget preparation.

Accounts receivable: calculate costs for reimbursement requests, internal and external billings.

Monthly reconciliations: carry out assigned monthly and periodic reconciliations of bank accounts, inventories, encumbrances, contracts, accounts receivable, benefits, payroll, etc. Reconcile subsidiary ledgers to the general ledger. Fund account reconciliation to budget and other reports.

Prepare and distribute periodic budgetary reports, financial reports, investment reports, payroll, and insurance reports. Prepare journal entries as appropriate, including fund transfers and interdepartmental billings.

Participate in risk management, process improvement and Continuity of Operations Planning (COOP) efforts and initiatives as assigned.

JOB DESCRIPTION: ACCOUNTING SPECIALIST II – Area of Emphasis PayrollDATE: **11/12/2021**

Keep current on relevant accounting rules, federal and state statutes, requirements of Generally Accepted Accounting Practice (GAAP), GASB pronouncements and best practices in government accounting and financial processing through participation in professional conferences and seminars and other educational opportunities.

Any assigned cash handling duties will be carried out with professionalism and care in the manner described in the County Cash Handling Standards.

Perform various office support duties, such as filing, processing correspondence, answering telephones and assisting employees or citizens.

Follow all safety rules and procedures established for work areas. Comply with all County policies and procedures.

SUPERVISORY RESPONSIBILITIES: Supervision of employees is not a normal responsibility assigned to this position.

SUPERVISION RECEIVED: Work under the general supervision of the Accounting Services Manager who provides policy and administrative direction and reviews performance.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE: Bachelor's degree in the field of accounting or related area plus three years of experience in accounting or an Associate's degree in the field of accounting or related area plus seven years of experience in accounting or a high school diploma plus 10 years of experience in accounting. Any satisfactory combination of experience and training which demonstrates the ability to perform the above duties may be accepted. Prior experience administering employee benefits programs.

KNOWLEDGE, SKILL AND ABILITY: Knowledge of accounting principles for governmental entities, methods and procedures and ability to apply such knowledge to a variety of fund accounting transactions and the preparation of complex accounting reports and analyses. Experience effectively using accounting software. Familiarity with the use of related business software such as web-based banking services, spreadsheets and word processing programs.

Ability to correlate and evaluate a large volume of complex written and numerical data. Ability to maintain effective working relationships with fellow employees, supervisors, other agencies, County officials and the general public. Ability to act in such a manner as to maintain the confidentiality of the personnel records and issues and other matters which may be encountered.

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.

Minimal, involving the movement of files, books, equipment, etc. seldom exceeding 20 pounds.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those 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.

General office environment.

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

***Columbia County has the right to revise this job description at any time.
This description does not represent in any way a contract of employment.***