



JOB DESCRIPTION

TITLE: Payroll Accountant
STATUS: Union/FLSA Non-Exempt
GRADE: Grade 13

JOB SUMMARY:

Responsible for performing all activities relating to payroll and providing support for general ledger functions, inventory, work-in-progress, fixed assets, internal reporting and record keeping, and assists with regulatory reporting requirements.

REPORTING RELATIONSHIPS:

This position reports to the Finance Manager and does not supervise other positions.

ESSENTIAL DUTIES include the following:

- Prepares and processes District payroll and coordinates with District staff, outside vendors and providers to ensure employee compensation and deductions are correct, including garnishments, L&I wages, and jury duty pay;
- Prepares, posts and reconciles payroll entries to the general ledger system;
- Processes and reconciles benefit payments, and reports new enrollee and employee benefit changes to providers;
- Prepares and submits quarterly payroll reports for State Labor and Industries and Unemployment Insurance Offices;
- Manages the Time and Attendance reporting system for the District;
- Inputs and posts various monthly journal entries; assists with analysis, reconciliation and month-end and year-end procedures;
- Maintains and reconciles work in progress detail; maintains performance bond and customer account deposit schedules;
- Provides backup for accounts payable and daily banking functions;
- Tracks and reconciles wholesale expenses for year-end wholesale water rate study;
- Maintains and reconciles Maintenance and Operations Inventory in the general ledger;
- Processes Clearview Water Supply Agency accounts payable and cash receipts;
- Performs other duties as required or assigned.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Generally Accepted Accounting Principles (GAAP);
- Applicable software applications;
- Journal entries, analysis and reconciliation;
- Payroll and benefits compliance tax regulations, and reporting requirements;
- Office Practices.

Skill in:

- Operating a ten-key calculator by touch;
- Reviewing and verifying payroll and accounting information;
- Performing a variety of calculations;
- Maintaining detail and accuracy;
- Maintaining confidentiality;
- Utilizing applicable software and applications;
- Timely processing payroll without errors;
- Consistently interpreting and applying personnel policies and union contract requirements;
- Communication both written and oral and interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction;
- Research and application of payroll and tax law.

Experience/Education:

Any equivalent combination of education and experience that provides the applicant with the knowledge, skills and abilities required to perform the job. A typical way to obtain the knowledge and abilities would be three to five years of accounting experience including at least two years experience processing payroll and an Associate’s Degree in Accounting and coursework in Business or related field.

WORKING CONDITIONS:

Duties are performed in an office environment while sitting at a desk or computer terminal.

PHYSICAL REQUIREMENTS:

This position typically requires stooping, kneeling, walking, pulling, lifting, finger dexterity, grasping, talking, hearing, seeing, and repetitive motions.

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects.

This job description does not constitute an employment agreement and may be changed or amended at any time to meet the needs of the District.

Adopted:	November 6, 2000
Grade Adjusted:	November 7, 2005
Revised:	February 7, 2011, February 25, 2016