



CLASS SPECIFICATION

Class Code: 17375
Date Est: 08/2019
Last Rev: 07/2021
Last Title Chg:
FLSA: Non-exempt
Probation: 12 Months

ACCOUNTANT AND PAYROLL SPECIALIST

DEFINITION

Under supervision, performs government accounting and fiscal analysis in the preparation, maintenance, analysis, and verification of the District's fiscal and accounting records; performs routine technical duties to generate payroll for District employees; fiscal oversight of grant programs for District programs; and performs related work as required.

EXPERIENCE AND TRAINING REQUIREMENTS

A Bachelor's degree from an accredited college or university in Accounting, or a closely related field AND one year of full-time professional accounting experience to include payroll; OR an equivalent combination of education and experience.

LICENSE OR CERTIFICATE

May require a valid driver's license at the time of appointment.

SUPERVISION EXERCISED

NA

EXAMPLES OF DUTIES *(The following is used as a partial description and is not restrictive as to duties required.)*

Maintain a variety of ledgers and journals by analyzing and balancing accounts, reviewing balance sheets, revenue and expenditure/expense ledgers, and financial statements for unusual fluctuations, and resolving discrepancies.

Prepare annual and interim financial reports as required.

Analyze and reconcile accounts and prepare appropriate journal entries, balancing with cash/bank accounts.

Assist by gathering funds or accounts information for the preparation and control of the District budget.

Maintain and compile a variety of files and records related to District/grant/program activities; prepare financial, statistical and operational reports for compliance with District, County, and State requirements and regulations.

Reconcile and analyze grants and record related receivables and deferrals.

Plan for and coordinate grant reporting processes and prepare and submit required grant performance reports to granting agencies; prepare and review grant closeout materials.

Ensure compliance with conditions of grants by assisting with the coordination of agreements, contracts, expenses, activities and federal and state regulations.

Develop, monitor and maintain grant project tracking systems to ensure timely preparation of grant applications and implementation of grant requirements.

Process bi-weekly District payroll.

Reconcile payroll deductions; process and disburse funds to respective recipient; process garnishments and levies.

Audit payroll data entry for completeness and accuracy to include testing of payroll results.

Maintain and update payroll information and records by collecting, calculating, and entering data.

Collect, verify and upload timekeeping information.

Contact employees to collect missing timecard information, resolve timekeeping discrepancies, and update payroll information as needed.

Correspond with employees on payroll related items as needed.

Calculate and coordinate with employees to resolve payroll related discrepancies such as overpayments and under payments.

Test upgrades and changes to the current ERP system to ensure accurate payroll processing.

Read and understand basic association agreements, codes, laws, and regulations related to payroll to ensure compliance.

Prepare and complete external filings of payroll data to regulatory and other entities.

Review fire billings, reconcile to payroll records, and invoice responsible entities.

Enter billings into third party systems.

Coordinate with State, National and Local entities to resolve any billing questions and concerns.

Reconcile ambulance and fire permit billings to ensure accurate records and revenue posting.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Full Performance *(These may be acquired on the job and are needed to perform the work assigned.)*

Knowledge of:

Governmental accounting and budgeting policies and procedures.

Departmental/divisional policies, procedures and operations.

District budget, accounting and finance practices and procedures.

District bargaining contracts and impact on payroll and accounting processes.

Federal, state, and County regulations pertaining to District payroll, grants and contract administration, business administration principles and practices, and research and budgeting practices and programs; including special FLSA rules for public safety.

Grant monitoring and administration techniques.

District payroll processing and reconciliation procedures.

Computer software specific to the assigned responsibilities and duties.

Third-party billing systems and contracts.

Ability to:

Prepare statements and reports for a variety of sources.

Prepare grant budgets and monitor expenditures.

Analyze and evaluate financial data, researching and gathering appropriate information to resolve problems.

Analyze, develop, and modify financial recordkeeping procedures.

Interpret and apply a variety of codes, ordinances and labor contracts required through the course of daily work.

Accurately process payroll activities in a timely manner.

Coordinate and participate in the development and preparation of grant compliance reports.

Administer program budget and monitor budget accounts.

Payroll maintenance and testing in an association/union environment.

Entry Level (*Applicants will be screened for possession of these through written, oral, performance or other evaluation methods.*)

Knowledge of:

General accounting theory, principles, and practices, and their application to a variety of accounting transactions and problems.

Principles of account classification.

Principles of public administration.

Budget development and control.

General principles and practices of providing grant funded services at the governmental level.

Processes and procedures for implementing and administering various federal, state and private grants.

Research techniques, data collection, analysis, and report preparation.

Computerized payroll software in a complex payroll environment.

Ability to:

Analyze, organize and compile information and prepare clear, concise, and accurate written, oral reports and technical documents.

Interpret and apply regulations, policies, and procedures.

Prepare a variety of financial reports and statements.

Monitor, update, and reconcile payroll, fiscal and financial records.

Maintain accurate records (including accounts maintenance).

Read and comprehend technical research materials and federal/state regulations pertaining to grants.

Complete complex mathematical calculations quickly including creating and using Excel models.

Handle multiple priorities, tasks and work under strict time deadlines.

Operate a computer and other office equipment.

Communicate with customers, internal and external, in a clear, concise and effective manner.

Establish and maintain effective working relationships with the public, staff, volunteers and representatives of outside agencies.

SPECIAL REQUIREMENTS

Essential duties require the following physical skills and work environment.

Ability to sit for extended periods. Ability to frequently stand and walk. Ability to lift and move objects weighing up to 10 lbs. Ability to use office equipment including computers, telephones, calculators, copiers, and FAX machine.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards.