



JOB DESCRIPTION

Title	Accountant II- Payroll Specialist	Created	March 2021
Department	Budget & Finance	Revised	
Job Class	14 A 4	Safety Sensitive	No
Labor Union	AFSCME Local 2746-Courthouse Roads	FLSA	Non-exempt

Purpose

Perform a wide variety of standardized and complex accounting duties associated with validation, examination, coding, reporting, and reconciliation of fiscal, financial and statistical records and special assignment or studies and/or grants as determined by the Budget & Finance manager. Maintain the county's in-house payroll operation by reviewing, verifying, balancing, and processing payroll data. Prepare monthly payments for employer and employee payroll deductions. Oversee and train other departments on time entry procedures and understanding payroll reports. Responsibilities may include advanced word processing, document preparation, report writing, data tracking, research and analysis, customer service and managing several ongoing projects and tasks assigned by the Budget & Finance manager.

Essential Functions

- Maintain county payroll/HR system by updating miscellaneous tables, including job and tax tables, salary history files, electronic funds transfers for employees, the PERS table, benefits table and labor file. Prepare and process payroll including reviewing for compliance with collective bargaining agreements, posting, entering data and maintaining accurate payroll records for transmittal. Train other departments on payroll time entry and review submitted time entry for accuracy and reasonableness. Clarify and eliminate any discrepancies with time entry. Maintain related files and reports. Respond to employees' questions and concerns regarding the payroll.
- Reconcile and process payroll liability payments in a timely manner. Maintain employee garnishments and update all related files. Maintain related reports, balance to the payroll, and prepare checks and invoices for unemployment, PERS, and other payroll related payables. Prepare and submit journal entries, if necessary, to reconcile payroll liabilities.
- Prepare necessary payroll reports as scheduled or as required, e.g. PERS reports, Bureau of Labor reports and workers compensation, etc. Make calculations and prepare checks for payments as required. Review and validate reports produced by our payroll provider regarding quarterly 941 reports, annual W-2 and W-3 forms.
- Create, write, and prepare reports using payroll software as needed for payroll related information for departments, budget preparations, and funding sources. Assist, when required, other departmental personnel in generating reports needed from payroll information.



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- Act as backup or liaison to Human Resources in maintenance of insurance applications and forms for all employees. Process COBRA payments from retired or terminated employees.
 - Perform accounts receivable duties including accepting monies and auditing office deposit remittances, maintaining cash receipts journal, balancing monies and preparing for and depositing funds into the appropriate accounts or disbursing to other agencies, and monitoring contract award amounts as properly collected.
 - Assist county auditors by providing payroll related reports and schedules.
 - Assist Accountant III, if necessary, in preparing payroll cost sheets for budgeting purposes.
 - Perform department reception and customer service duties; professionally greet visitors, respond to incoming telephone calls, determine nature of call and provide accurate information to forward to the appropriate person or department; respond to inquiries and/or complaints directed from the public; pick up, sort and distribute mail; perform basic office tasks (fax, photocopy, e-mail, etc.).
 - Compose and/or word-process a variety of documents such as letters, memos, reports, charts, agendas, legal notices, etc. Verify correct grammar, spelling, and format.
 - Develop and maintain department procedures, routines, and filing systems. Accurately enter, save, and retrieve data electronically.
 - Follow all safety rules and procedures established for work areas.
 - Assist other accounting personnel as workload or staffing levels dictate.
 - Maintain work area in a clean and orderly manner.

Mandatory Qualifications

A four-year degree in Accounting or Business Management or commensurate experience in accounting or closely related field. Broad knowledge of general accounting and financial analysis techniques. A minimum of three years' experience performing similar duties. Thorough knowledge of accounting practices/bookkeeping and banking procedures (knowledge of governmental accounting and fund accounting specifically). Knowledge of office practices and procedures, prior cash handling and investment experience, operation of standard office equipment, data entry, and spreadsheet applications.

Desired Qualifications

Previous experience in local government accounting, providing cost analyses in support of collective bargaining efforts, processing benefit enrollments and terminations. Advanced knowledge of insurance reporting and retirement benefits. Prior experience with outsourcing payroll to another entity. Knowledge of specific HRIS and spreadsheet software programs utilized by the county.



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Physical Demands

Physical demands of position are minimal involving the moving of materials, books, files, etc., weighing up to 5 pounds. Duties require mental effort to assess problems, solutions and processes.

Working Conditions

Typical working office environment.

Supervisory Responsibility

Supervision is not a typical responsibility of this position. May provide information and assistance to new personnel in the department regarding procedures and policies.

THE ABOVE DESCRIPTION COVERS THE MOST SIGNIFICANT DUTIES PERFORMED BUT DOES NOT INCLUDE OTHER OCCASIONAL WORK, THE INCLUSION OF WHICH WOULD BE IN CONFORMITY WITH THE FACTOR DEGREES ASSIGNED TO THIS JOB.

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