

CITY OF WASCO POSITION DESCRIPTION

PERTINENT POSITION DESCRIPTION DATA		
Position Title Payroll/AP Specialist	Department : Finance	
Reports to: Accounting supervisor	FLSA Classification : Non-Exempt	
Career Ladder: Accounting Supervisor, Purchasing Agent	Pay Grade:	Approval Date: 08/16/05

POSITION SUMMARY:

Under general supervision, participates in recordkeeping activities relating to payroll, accounts payable, and accounts receivable. Performs related responsibilities as required

CLASS CHARACTERISTICS:

This is the entry level for clerical accounting employees who are required to have financial recordkeeping skills. Employees in this class normally perform a group of related duties according to established procedures. While a variety of tasks may be assigned, each step usually follows a pattern which has been established and explained before work is started.

ESSENTIAL RESPONSIBILITIES:

Prepares and submits payroll accounting information for data processing; reconciles any differences between accounting records and data processing reports; requests reports and end-of-year printouts from data processing; provides data on monies due, collected, and delinquent for payroll accounting information and annual auditors reports; answers questions and advises on procedures in preparing payroll accounting transactions.

Participates in and may supervise the preparation and auditing of payroll materials requiring analysis of supporting documents; ensures that all entries and adjustments are entered properly into the City's computerized payroll system.

Identifies and resolves problems and inconsistencies; determines corrective entries involved in maintaining payroll accounting controls; examines, reconciles, balances, and adjusts payroll accounting records; coordinates payroll accounting activities with other City departments, divisions

Participates in and may supervise the preparation of a variety of State, Federal, and local claims, statements, and reports from various sources

Matches invoices, receiving reports and other requests for payment with purchase order or contract documents; ensures proper authorization and compliance with City policies and procedures.

Inputs information into a computer system or manually prepares forms to produce warrants; reconciles and prepares payment requests for nonpurchase order expenditures such as utility and telephone payments.

Provides information to vendors regarding invoices and purchase orders.

Reviews employee time reports for accuracy and compliance with policies and procedures; effects correction prior to processing; completes forms to authorize payroll or personnel status changes.

Maintains and updates master payroll records; prepares and reconciles tax reports; reconciles and computes payments due for various benefit program providers.

Explains payroll deductions and related payroll transactions to City employees

Works with various reports, registers, and journals

Correlates City payroll runs with time records

Verifies accuracy of bills and payments, including researching minor discrepancies

Receives and processes payments.

Prepares bills for check writing and input to data processing

Interprets computer reports

Researches liens and recordings to prepare escrow sheets for title companies

Inputs and reviews statistical reports

Runs payroll checks and prepares for distribution.

Reviews employee time reports for accuracy and compliance with policies and procedures; effects correction prior to processing; completes forms to authorize payroll or personnel status changes.

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Explains payroll deductions and related payroll transactions to City employees.

Reviews employee time reports for accuracy and compliance with policies and procedures; effects correction prior to processing; completes forms to authorize payroll or personnel status changes.

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Explains payroll deductions and related payroll transactions to City employees.

Performs related duties as required

MINIMUM QUALIFICATIONS:

Knowledge of – Principles and practices of financial record keeping and accounting; Basic principles of payroll; Computers and computer software including spreadsheets, databases, and word processing; Modern office procedures and equipment; Effective customer service; Applicable laws and regulations including wage and hour; Clerical accounting methods, forms and techniques

Skilled in – Financial recordkeeping practices and techniques; Statistical report preparation; Research methods; Customer account reconciliation

Ability to - Understand and interpret the principles, laws, and procedures involved in financial record keeping and accounting functions; Prepare financial reports and maintain on-line ledgers and Journals; Analyze data and draw logical conclusions; Understand, interpret, and implement collective bargaining agreements; Multi-task, problem solve, and prioritize work; Key data into spreadsheets, databases, on-line ledgers and journals quickly and accurately; Communicate effectively, both verbally and in writing; Establish and maintain effective working relationships with others; Communicate effectively in written and oral form; Follow oral and written directions; Develop and maintain effective working relationships; Operate regular office equipment, including calculator and minicomputer.

Licenses and Certificates –. Possession of or ability to obtain a valid California Driver's License may be required

Physical Abilities and Work Environment – While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is required to walk; use hands to finger, handle, or operate objects, tools, or controls; and reach with hands and arms, May be expected to lift and move containers weighing up to 25 pounds. Specific vision abilities required by this job include close vision, color vision, and the ability to adjust focus.

Other – Bilingual fluency in English and Spanish is desirable.

EDUCATION AND EXPERIENCE:

Any combination of experience and education that would be likely to provide the required knowledge, skills, and abilities could be qualifying, as determined by the City. A typical way to obtain the knowledge, skills, and abilities is:

Experience – One year of clerical accounting experience.

Education - Equivalent to a High School diploma or GED

ACKNOWLEDGEMENT

A review of this position has excluded the marginal functions of the position that are incidental to the performance of essential job duties. The duties and responsibilities are essential job responsibilities and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbent(s) will possess the knowledge, skills and abilities to perform each duty proficiently. The requirements listed in this document are the minimum levels required for this position.

I acknowledge that I have received a copy this position description

Print Name

Signature

Date