



JOB DESCRIPTION

Title	Accountant III - Payroll	Created	Feb. 2015
Department	Budget & Finance	Revised	
Job Class	A 16	Safety Sensitive	No
Labor Union	AFSCME Local 2746 Courthouse/Roads	FLSA	Non-Exempt

Purpose

The Accountant III position typically performs the most responsible accounting-related functions and has a substantial impact on the integrity of financial systems, reporting and management decision making. The Accountant III is responsible for accounting, reporting, and financial analysis and is significantly relied upon for accuracy, completeness, and timeliness by management for decision making purposes. This position analyzes and proposes solutions to problems without direct supervisory involvement and functions on general instructions and guidelines without close daily supervision. The Accountant III may also provide lead direction and training to office support and other accounting staff. Supervision of the Accountant III is consultative in nature to guide the problem-solving process.

Essential Functions

- Manage and maintain County Payroll/HR system by updating miscellaneous tables, including job and tax tables, salary history files, electronic fund transfers for employees, PERS table, benefit table and labor file; creating new hire records and current employee changes; new payroll deductions, job codes, departments, and fringe benefits as proposed by County administration. Manage and maintain the Generic General Ledger tables for the interface between the County Payroll/HR system and the County General Ledger module. Manage and maintain the electronic time sheet module data to mirror the County Payroll/HR system and assign signature and approval rights authorization.
- Prepare and process payroll including reviewing for compliance with collective bargaining agreements, posting, entering data to computer 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.
- Ensure and participate in the accurate recording, balancing and classification of income and expenditures to proper departmental accounts in accordance with established procedures, ordinances, laws, and pronouncements from the Government Accounting Standards Board. Reconcile accounts and make adjusting entries as necessary. Resolve inquiries from other County departments and organizations regarding pertinent laws, County, and departmental policies as related to accounting information and/or refer to appropriate resource.
- Reconcile accounts 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 all other payroll related payables. Manage and maintain the County VEBA and Health Savings Account enrollment and contribution data reporting submittals. Determine the need for and prepare General Ledger journal entries to reconcile payroll liability accounts. Track part time and



JOB DESCRIPTION

casual work hours to assure compliance with the Affordable Health Care Act.

- 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 in regards to quarterly 941 reports, annual W-2 and W-3 forms.
- Manage County PERS related responsibilities including reporting new hires, terminations/retirements, and employee changes/corrections to ensure accurate reporting. Upload monthly wage data and contribution data for all employees to the PERS EDX system. Research historic wage/contribution records and complete PERS Work Item requests. Reconcile and prepare general ledger journal entry for monthly PERS wage data and contribution invoicing.
- Develop, prepare and maintain a variety of accounting/financial reports, worksheets and trial balances regarding the financial condition of the County and its departments. Create, write and prepare reports using payroll software as needed for payroll-related information for departments, budget preparations, and funding sources. Create and prepare requested reports for Human Resources; the annual cost sheet data for budgeting preparation; and monthly department reports. Prepare annual SAIF and County audit reconciliations and reports and assist auditors as needed. Assist other departmental personnel in generating reports needed from payroll information.
- Serve on or provide support to a variety of committees, task forces and advisory groups as necessary. Act as back up or liaison to Human Resources in maintenance of insurance applications and forms for all employees. Process COBRA payments from retired or terminated employees. Generate eligibility and cost related issues to newly retired and/or terminated employees. Reconcile with the Accountant III and insure available funding for all payroll related expenses.
- Assist with reception and customer services duties; professionally greet visitors, respond to incoming telephone calls, determine nature of call and provide accurate information to forward to 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.)
- Prepare special projects and reports relating to budget, grants, vehicles, etc. as assigned by Finance Director or County Manager. Develop and maintain department procedures, routines and filing systems. Accurately enter, save and retrieve data electronically. Maintain the chart of accounts in the finance general ledger system and create new accounts as requested.
- Follow all safety rules and procedures established for work areas.
- Provide assistance to other accounting personnel as workload or staffing levels dictate. Will include cross training with Accountant III Finance.



JOB DESCRIPTION

Mandatory Qualifications

Thorough knowledge of accounting practices/bookkeeping, new accounting standards (GASB), and banking procedures (knowledge of governmental accounting and Fund accounting specifically). Knowledge of general office practices and procedures, prior cash handling and investment experience, operation of standard office equipment, data entry, and spreadsheet applications. 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.

Desired Qualifications

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

Physical Demands

Physical demands of position are minimal involving the moving of materials, books, files, etc., weighing up to 5 pounds. Flow and character of duties require normal mental and visual attention along with manual coordination.

Working Conditions

Usual office working environment.

Supervisory Responsibility

Supervision is not a typical responsibility of this position. May provide information training and assistance to new personnel in department regarding procedures, policies and daily tasks. Provide oversight for Finance Admin staff with back-up payroll related assignments.

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.

Clatsop County Human Resources, 800 Exchange, Suite 410, Astoria OR 97103. 503-325-1000