



JOB SPECIFICATION

Code 12250
Grade GS 49

ACCOUNTING/PAYROLL SPECIALIST

General Purpose

Under general supervision, direct or perform responsible paraprofessional fiscal support functions related to contract or grant administration, budget preparation, database quality control, large scale departmental payroll preparation or dispute resolution, as required.

Typical Duties:

Oversee or engage in diverse accounting clerical duties pertaining to any combination of payroll, accounts payable or receivable, or automated billing or collection. Involves: Ensure accuracy of records, receive documents, check for accuracy and route for timely payment. Perform discount calculations, investigate and solve payment problems or complaints, and track purchase orders, requisitions, construction contracts, or change orders. Process independent contractor payments. Develop and maintain spreadsheets to track budget or other financial activity. Monitor approval of expenditures through approval of requisitions. Develop collection procedures. Generate computerized and manual billing accounts, update system files, coordinate running various billing programs to generate electronic bills and transmit bills, post and balance receipts. Notify entities of funds deposited to their accounts. Maintain customer accounts and records, generate invoices for payment, verify payment and posting of accounts, monitor delinquent account activity. Reconcile accounts. Verify bank deposits of collections for taxes, fees, sales, services, leases, liens, loan payments and rentals. Distribute and reconcile petty cash. Oversee and monitor payroll preparation. Enter data and research discrepancies. Record and document direct deposit and court ordered wage attachments, maintain records of wage attachments or voluntary deductions. Print paychecks, direct deposit advices and distribute individual paychecks to departments for disbursement. Open and close payroll cycles and assist in year-end closing activities including distribution of income tax forms. Respond to payroll related inquiries. Train other payroll personnel.

Participate in development and maintenance of financial and human resource database management system, and analyze information archived and processed to assure quality. Involves: Enter, retrieve and review accounting data from the centralized financial management system or source documents. Generate periodic accounting or statistical reports to management or regulatory agencies. Prepare state and federal grant reimbursement and advance forms and track expenditure of grant funds. Analyze trends and assist in preparation of the annual operating or capital improvement budget or other regular reports. Request and review daily reports to monitor system performance and advise users of errors. Provide backup assistance to other staff to ensure continuity of services.

Develop and maintain the mortgage company collection system, if assigned. Involves: Generate computerized and manual tax billing accounts for financial institutions, generate electronic bills and transmit bills to financial institutions, post and balance receipts. Notify taxing entities of funds deposited to their accounts. Maintain collection system integrity and database, perform daily system backup on tape, maintain system and user security, create and modify transaction codes. Coordinate input and annual update of tax rates, generation of annual tax bills, coordinate the actions required in yearly cyclical appraisal, billing, collection and distribution of taxes, request and review daily reports to monitor system performance and advise users of errors.

Supervise or serve as leadworker to designated employees. Involves: Assign, schedule, guide and monitor work. Appraise employee performance. Provide for training and development. Counsel, motivate and maintain harmony. Identify and resolve staff differences, conflicts and deficiencies. Enforce personnel rules and regulations and work behavior standards. Interview applicants. Recommend hiring, termination, transfers, discipline, merit pay or other employee status changes.



JOB SPECIFICATION

Code 12250
Grade GS 49

ACCOUNTING/PAYROLL SPECIALIST

Knowledge, Skills, and Abilities

- Application of considerable knowledge of account reconciliation and documentation techniques.
- Application of considerable knowledge of payroll principles and practices.
- Application of good knowledge of codes and laws pertinent to area of assignment, such as property tax codes, regulations and standards of public entity payroll expenditure controls.
- Application of good knowledge of problem solving, public contact and customer service techniques.
- Application of good knowledge of modern municipal accounting principles and practices.
- Application of good knowledge of business arithmetic.
- Application of good knowledge of personal computer operation, including financial, spreadsheet, payroll, human resources information or property tax collection systems and word processing applications.
- Interpretation of oral and written information describing policies or procedures pertinent to financial, property tax, payroll or budgetary data to identify, extract and analyze pertinent data to produce periodic reports.
- Establish and maintain effective working relationships with department directors or supervisors, employees, and coworkers.
- Clear, concise oral and written communication to present reports.
- Perform complex calculations to determine pay rate, interest owed or other relevant data.

Other Job Characteristics

- Occasional exposure to irate individuals.

Minimum Qualifications

Education and Experience: A High School diploma or GED, and four (4) years of budget, accounting or payroll support experience.

Licenses and Certificates: None.