



CITY OF POCATELLO CLASSIFICATION SPECIFICATION

Payroll Technician / Treasury Account Specialist

Department: Finance Reports to: Chief Financial Officer Pay Grade: H09
Date Established: 12/2016 Date Revised: 12/2017 FLSA Status: Non-Exempt

CLASSIFICATION SUMMARY

The Payroll Technician/Treasury Account Specialist prepares, maintains, and/or verifies a variety of accounting, financial and statistical records; reviews payroll changes to ensure accuracy; resolves discrepancies; establishes and maintains various files and records. Ensures control of payments received; prepares purchase requisitions for supplies; processes payments receipts and other necessary accounting activities; monitors travel and training claims. Assists Payroll Administrator in processing payroll in accordance with generally accepted accounting principles.

The Payroll Technician/Treasury Account Specialist is responsible for managing assigned accounts or processes. Examples of assignments include, but are not limited to processing accounts payable, accounts receivable, cash accounts, credit/debit card transactions, payroll entry and review, purchase card administration, mail room operations, central supply room, and related City financial functions in accordance with generally accepted accounting principles and professional standards.

The job duties include petty cash handling, executing debt/ach payments, stop payments, and non-sufficient funds collection items by contacting city departments or the credit bureau.

The Payroll Technician/Treasury Account Specialist is the primary backup for the Payroll Administrator/Deputy Treasurer. The job assists in processing new City employees and changes to existing employees within the system, makes changes in deductions and withholding requested by employees, and ensures that federal and state taxes, retirement contributions and insurance premiums are paid, and ensures all bi-weekly payroll processing-related deadlines are met.

The Payroll Technician requires a minimum of four years post-high school training in business administration, payroll accounting, or a related field. Knowledge of Governmental Accounting Standards is preferred.

The job requires attention to detail, the demonstrated ability to conduct detailed financial transactions and prepare periodic financial reports, an attitude of cooperation, and the ability to work harmoniously with all levels of City employees, the general public and other organizations. This job reports to the Chief Financial Officer.

The work is conducted in a general office environment with stable temperatures and a moderate level of noise.

ESSENTIAL DUTIES AND RESPONSIBILITIES *(illustrative only and may vary by assignment)*

Maintains assigned accounts and records and performs City financial transactions in accordance with generally accepted accounting principles and professional standards. Examples of assignments may include, but are not limited to processing accounts payable, accounts receivable, cash accounts, credit/debit card transactions, payroll entry and review, purchase card administration, mail room operations, central supply room, and related City financial functions.

Responsible for trade receivables and loan receivables by creating and processing billings and new loans for all departments. Processes bank drafts for loans and makes adjustments on accounts as authorized by

departments. Maintains the accuracy of the accounts receivable subsidiary ledger which includes reconciliation. Sends aging reports to departments on a monthly basis.

Reviews the departments' payable batches for accuracy of coding of accounts and billing amounts. Processes 3 weekly demand check runs and a monthly vendor cycle. Downloads the monthly file for import into the general ledger software for all of the purchase card transactions. Reviews and analyzes vendor statements for outstanding payments or duplicate payments. Files are reviewed for correctness.

Monitors travel and training claims submitted from all departments.

Assists with the development of financial information reported on in the Consolidated Annual Financial Report (CAFR) and other City reports, financial documents, and records, as directed. Assists with the entries into the salary projection system for budgeting purposes.

Acts as the primary backup to the Payroll Administrator/Deputy Treasurer. Co-processes payroll for City employees in accordance with generally accepted accounting principles and standards related to the federal and state agencies with the Payroll Administrator. Duties include, but are not limited to, verifying and keying information and data into the payroll system, processing new employees and changes to the existing employee within the system, changing employee deductions and withholding at their request, ensuring federal and state taxes are withheld and paid to the appropriate agency, and insurance premiums and retirement contributions are withheld and paid on the appropriate employee's account.

Ensures all City payroll processing functions are performed within prescribed deadlines for each payroll. Maintains payroll documents, logs, and records. Prepares and balances payroll vendor submittal reports after each payroll. Assists Payroll Administrator with the maintenance of employee payroll direct deposit system.

Provides customer service assistance internally to city departments and externally to citizens and vendors. This is accomplished by answering telephones and in-person requests for information. Directs inquiries to proper City departments. Also provides system generated reports to departments as requested.

Provides general assistance with all functions and responsibilities within the Finance Department which can include assisting vendors or departments with accounts receivable or accounts payable inquiries, data entry, mail processing, and clerical duties.

Performs other duties as assigned. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this position at any time.

CLASSIFICATION REQUIREMENTS:

The requirements listed below are representative of the minimum knowledge, skill, and/or ability required for an individual to satisfactorily perform each essential duty and be successful in the position.

Knowledge of:

- Current principles and practices of municipal finance and accounting, with emphasis on payroll processing;
- Standards for governmental accounting and generally accepted accounting principles;
- Municipal purchasing practices, laws and codes;
- Accounting codes and terminology; state and federal accounting statutes and their application to work processes, policies, and requirements;
- Municipal budgeting practices;
- Payroll administration processes, including federal, state, and other applicable tax and withholding statutes and codes including Idaho's state retirement system and Department of Labor laws;
- Operation of standard office equipment and a personal computer and job-related software applications.
- Customer service methods, techniques, and objectives.

Skill and Ability to:

- Maintain assigned accounts and records and perform City financial transactions in accordance with generally accepted accounting principles and professional standards;
- Co-process and co-administer the City payroll processing functions and banking functions by following generally accepted accounting principles and professional standards;
- Perform bookkeeping, cash handling, and accounts payable/receivable functions;
- Maintain assigned accounts and records and perform City financial transactions in accordance with generally accepted accounting principles and professional standards;
- Provide general assistance with all functions and responsibilities within the Finance Department;
- Operate standard office equipment, including a personal computer and job-related software applications;
- Exercise independent initiative and judgment in applying accounting procedures and agency standards to transaction processing; keep accurate records; compile information and prepare reports; analyze transactions to verify accuracy and/or identify problem sources;
- Interpret and apply complex Federal, State and local policies, procedures, laws, and regulations; with oversight guidance and supervision from the Finance Manager;
- Maintain a collaborative and cooperative working relationship with elected and appointed officials, other City employees, and the public;
- Communicate effectively in the English language at a level necessary for efficient job performance;
- Complete assignments in a timely fashion; understand and comply with all rules, policies and regulations;
- Maintain a professional demeanor at all times;
- Perform all duties in accordance with City policies and procedures with regard for personal safety and that of other employees and the public.

ACCEPTABLE EXPERIENCE, TRAINING, LICENSES AND/OR CERTIFICATIONS

- Associates degree or equivalent post-high school education in business administration, accounting, or a related field is required;
- Two (2) years' experience in payroll processing and/or public accounting preferred.

An equivalent combination of education and experience that provides the required skills, knowledge and abilities to successfully perform the essential functions of the position may be considered.

PHYSICAL REQUIREMENTS

The employee is frequently required to stand, walk, sit, bend, operate a computer keyboard or type, handle materials, or reach with hands and arms performing the essential functions of the classification. The duties require sitting for long periods, accessing stored file boxes and file cabinets and moving and organizing physical file materials. The employee must occasionally lift 25 pounds. Specific vision abilities required by this classification include close vision, distance vision, depth perception and ability to adjust focus, conduct research and inspect materials. Sufficient clarity of speech and hearing abilities required by this classification includes those which permit the employee to discern verbal instructions, communicate effectively in person, by telephone or electronic mail. While performing the duties of this classification, the employee works in an office setting where the noise level in the work environment is usually moderate.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.