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Position Description

**Accountant I - Payroll**

**I.\_Summary:**

Processes bi-weekly payroll and liability payments. Processes travel requests and closeouts. Reconcile general ledger accounts related to payroll and employee receivables. Assists Finance department with accounting support as needed.

**II.\_Authority:**

Reports directly to Finance Director and under general supervision of Controller.

**III. Duties and Responsibilities:**

**Payroll**

* Collects payroll data from time sheets, payroll changes, employee deductions and other documents related to process payroll.
* Updates payroll information in automated payroll system.
* Works with payroll software company and Human Resources to ensure payroll is coded and ready for process within established deadlines.
* Reviews computed wages and corrects errors to ensure payroll is accurate each pay period.
* Calculates payroll adjustments on retroactive pay, overpayments, taxes, deductions, benefits and leave.
* Reviews and reconciles W-2’s, annual and quarterly federal and state reports with general ledger and payroll system within established deadlines.
* Audits general ledger against payroll subledger to ensure payroll liabilities, Federal Taxes, and other third-party payments are reconciled within established deadline each pay period.
* Process payments for child support, health insurance, life insurance, AFLAC, Mutual of America, PERS and other amounts withheld from employees’ wages each pay period.
* Resolves employees’ concerns on payroll deductions and wages.
* Maintains employee records on a current basis.
* Prepares payroll reports as requested by the Finance Director, Controller or other management staff.

**Travel and Employee Receivables**

* Reviews travel requests and expense reports to assure that the documents are properly approved.
* Enters documents into accounting system and submits for check signer approval.
* Prints and distributes travel checks.
* Reconciles travel, pcard and employee receivable accounts monthly within established deadlines.
* Assists in monthly closing as needed.

**IV. Required knowledge, Abilities and Skills:**

* Ability to work effectively with managers, supervisors, and employees.
* Knowledge of Federal and State Payroll Laws and OMB Super circular.
* Knowledge of accounting.
* Ability to maintain accurate, complete, and confidential records.
* Working knowledge of word processing, spreadsheets, and automated accounting software.
* Ability to interpret and apply and explain laws, regulations and polices.
* Ability to identify discrepancies or inaccuracies in data and make corrections.
* Ability to communicate effectively verbally and in writing.
* Working knowledge of techniques and methods in reconciling accounts.
* Ability to search for, select, and compile/summarize data and information.
* While performing the duties of this job, the employee is regularly required to:
  + - Talk or hear;
    - Sit for extended period;
    - Kneel;
    - Crouch;
    - Reach
    - Push and pull
    - Lifting up to 30 pounds

**V. Minimum Qualifications:**

High School Diploma or GED. Three years of accounting experience required with a minimum of one year of payroll experience. Bachelor’s degree in accounting may substitute for accounting experience.

**VI. Grade Level:**

Grade 12

Non-exempt

**Other Duties**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for their job. Duties, responsibilities, and activities may change at any time with or without notice.

**Signatures**

This job description has been approved by:

Supervisor/Manager \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

HR\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_

Revised (June 2020)