

CITY OF ARCADIA
ACCOUNTING SPECIALIST

DEFINITION

Under direction, to perform a variety of the most complex and technical accounting duties related to City-wide payroll operations; to coordinate City payroll activities; providing expertise and resolving payroll related problems; to prepare reports, statements, and special financial analyses; and to perform a variety of other general accounting duties as necessary.

SUPERVISION EXERCISED

May exercise technical and functional supervision over technical accounting staff.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Coordinate and supervise the daily operations of the City's payroll system; review all additions deletions and changes in payroll information for accuracy.

Receive and review payroll records ensuring compliance with City policies, procedures, and regulations; enter payroll into system as assigned; process, calculate, and post a variety of payroll actions including wage garnishments, benefits withholding, overtime hours, and workers' compensation claims; prepare, balance, and correct payroll reports.

Maintain a variety of files and records related to the City's payroll system; enter new employees, retirements, and terminations; set up records to indicate payroll deductions; make permanent payroll employee changes to benefits, taxes, address, deductions, accruals, and add pays.

Prepare payroll and all related payroll reports including tax deposits, quarterly reports, and W-2's; balance and prepare payroll taxes for State and Federal quarterly and annual returns.

Verify time sheets reflecting vacation time, sick time, holiday time, compensatory time, and leaves of absence; document actions onto payroll master files; file action forms in employee folders.

Post entries from supportive records and balance against other records.

Check records and papers for clerical and arithmetic accuracy, completeness and compliance with established standards and procedures.

Prepare accounting records and financial and statistical reports.

Process DMV reports including attachments, payments, rejects, and voids.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Research and analyze regulatory updates and other information impacting the payroll system; implement required changes to system.

Direct payroll-related records retention activities; assist in development of computer-based payroll systems.

Serve as liaison with financial institutions, auditors and City departments and offices regarding payroll-related issues.

Prepare journal entries for all payroll related activities; reconcile payroll entries including deductions and benefit pays ; prepare and send electronic transfers.

OTHER JOB RELATED DUTIES

Perform related duties and responsibilities as required.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Pertinent Federal, State and local laws, codes and regulations.

Principles, procedures and methods of payroll preparation and administration.

Principles and procedures of bookkeeping and accounting.

Principles and procedures of financial record keeping and reporting.

Skill to:

Enter data at a speed necessary for successful job performance.

Operate modern office equipment including computer equipment.

Create and maintain Excel spreadsheets.

Ability to:

Review all additions, deletions and changes in payroll information for accuracy.

Complete various statistical reports to meet Federal and State reporting requirements.

Close and balance all monthly, quarterly, year-to-date and special payrolls.

Pay all deductions, including taxes, insurances, and garnishments.

Research and analyze regulatory updates and other information impacting the payroll system and implement necessary changes to the system.

Coordinate records retention activities.

Prepare adjusting journal entries to balance payroll accounts.

Assist in development of computer-based payroll systems.

Communicate clearly and concisely, both orally and in writing.

Establish, maintain and foster positive and harmonious working relationships with those contacted in the course of work.

Minimum Qualifications:

Experience:

Three years of increasingly responsible payroll or advanced technical accounting experience. Some lead supervisory experience is highly desirable.

Training:

Equivalent to the completion of the twelfth grade supplemented by 12 units of college level course work in bookkeeping, accounting, or a related field. An Associate's degree or Bachelor's degree in Accounting, Finance, or a related field is desirable.

Special Requirements:

Essential duties require the following physical abilities and work environment:

Ability to work in a standard office environment.

Effective Date: January, 1999

Revised: May 2014