Payson City Job Description
FLSA Status: Non-Exempt
Last Revised: February 25, 2020

I. Position Title: Accounting Technician - Payroll and Accounts Payable

II. Summary of Overall Purpose of Position:

Works under the general supervision of the Finance Director, performs payroll and accounts payable functions and performs general accounting and administrative support.

III. Essential Duties

 ▪ Prepares bi-weekly payrolls and maintains payroll records.
 ▪ Works with departments and or supervisors to resolve timesheet discrepancies.
 ▪ Enters data in the payroll system.
 ▪ Reviews and reconciles payroll reports to ensure accuracy and completeness of payroll and
 deductions.
 ▪ Transmits direct deposit information.
 ▪ Balance payroll and update to general ledger.
 ▪ Prepare payroll liabilities for payment.
 ▪ Maintain employee accrued leave balances.
 ▪ Prepare and reconcile W-2’s and other year-end reports.
 ▪ Provide payroll information and problem-solving time to employees with regard to their payroll
 checks, benefits, leave accruals, etc.
 ▪ File quarterly payroll reports.
 ▪ Calculate and deduct garnishments in accordance with legal requirements.
 ▪ Coordinate, organize and issue payments to vendors and reimbursements to employments via
 check or electronically.
 ▪ P-Card Administrator.
 ▪ Prepares monthly sales tax remittance and enters expenses into General Ledger journal.
 ▪ Maintain the integrity of vendor accounts and accounts payable files.
 ▪ Check and record invoices and expense reports.

IV. Marginal Duties

 ▪ Maintains records in accordance with the Utah Municipal General Records Retention Schedule.
 ▪ Perform other duties as assigned.

V. Qualifications

**Education:** Associates degree in accounting, business, or related field.

**Experience:**  Two years accounting or business training, plus two years related payroll experience.  **Knowledge of**: General and governmental accounting principles and practices; payroll practices, general office procedures; tax and payroll laws; modern organizational office methods, practices and procedures; proper English usage, spelling, grammar, and punctuation, arithmetic, and personal computers and related software applications.

**Ability to:** Deal courteously and effectively with both internal and external customers; organize and plan work flow of assigned responsibilities to ensure that work is completed in a timely manner and in coordination with other interrelated functions; ability to perform financial computations; to enter data; learn and apply City policies and procedures; and apply generally accepted accounting principles and practices.

**Skill in:** Reconciling accounting records and reports; organizing work to achieve maximum efficiency in the performance of duties in an environment where there are a lot of competing needs and interaction with both internal and external customers; and dealing with confidential matters.

**Communication Skills**: Communicate effectively verbally and in writing; establish effective working relationships with employees and the public; relate well with a variety of persons under varying circumstances; and be able to professionally furnish and obtain information from other departments.

**Tool, Machine, Equipment Operation**: Requires regular use of a personal computer (spreadsheet and word processing), payroll and accounts payable information systems, 10-key, printer, copier, and telephone system.

V. Working Conditions:

*Physical Demands*: While performing duties of job, employee typically handles office equipment, objects, or controls; may periodically bend, stoop or crouch; and frequently communicates with others. Employee will sit or stand for long periods of time and may occasionally move up to 20 pounds

*Working Conditions:* Employee will work generally in an office setting. The noise level in the work environment is usually minimal. Great mental effort is required daily; a moderate amount of pressure and fatigue is present during an average work day; constant exposure to deadlines; regular attendance and occasional overtime is necessary in this position.

The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation, or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.