

CITY OF SELAH

PAYROLL & ACCOUNTS PAYABLE SPECIALIST

This job description is intended to present a descriptive list of the range of duties performed by the position. It is not intended to reflect all duties performed within the job.

Department: Finance, Non Union

DEFINITION

Performs routine clerical, bookkeeping, accounting, and administrative work for the city. Compiles payroll data to maintain payroll records.

SUPERVISION RECEIVED AND EXERCISED

Works under the general supervision of the Clerk/Treasurer. Generally no supervision exercised.

ESSENTIAL JOB FUNCTIONS

Essential functions and duties include, but are not limited to, the following:

1. Compiles payroll data such as hours worked, taxes, insurance, and union dues to be withheld, and employee identification number, from time sheets and other records.
2. Compiles payroll data such as hours worked, taxes, insurance, and union dues to be withheld, and employee identification number, from time sheets and other records.
3. Records changes affecting net wages such as exemptions, insurance coverage, and various payroll deductions for each employee to update master payroll records.
4. Records data concerning transfer of employees between departments.
5. Prorates expenses to be debited or credited to each department for cost accounting records.
6. Keeps records of leave pay and nontaxable wages.
7. Enters payroll and utility data on ledgers, control sheets, warrants and other accounting records. Enters accounts payable expenditures into financial system.
8. Inputs budgetary data into financial accounting system.
9. Assists in reconciling general ledger to various payroll reports and the general ledger to various expenditure reports.
10. Prepares periodic financial, statistical or operational reports as assigned.
11. Processes purchase orders. Maintains purchase order log.
12. Processes claims and vouchers for payment. Matches invoice with purchase order. Checks all claims for accuracy. Verifies account codes for proper assignment of budget expenditure. Sends claims vouchers to department directors for approval. Resolves disputes within area of authority and responsibility.
13. Prepares claims for administrative or governing body approval.
14. Enters expenditure data on ledgers, control sheets, vouchers, warrants and other accounting records. Enters accounts payable expenditures into financial system.
15. Maintains accounts payable and encumbrance system for public works contracts.

PERIPHERAL DUTIES:

- Provides clerical support to other finance staff as required.
- Composes, types, and edits a variety of correspondence, reports, memoranda, and other material requiring judgment as to content, accuracy, and completeness.
- Administers payroll related employee benefit programs such as health insurance, leaves, retirement, etc.
- Other duties as assigned.

Supports the Utility Billing Specialist in their duties which may include:

- Prepares monthly utility bills and invoices for any services received from the City, i.e. water, sewer and garbage, tank water, hydrant meter water sales and specific street signs which are requested and handles late payments.
- Processes work orders for utility disconnections, reconnections, new orders, and other public works service requests. As customers move in and out of residences, obtains meter reads so that the appropriate closing bills can be done.
- Reads computer files or gathers records such as meter books, invoices, ticket books, etc. to compile needed data.
- Keeps Basin Disposal informed of any and all changes that take place to the accounts during the month. Acts as liaison between customers and settles complaints regarding garbage service.
- Pursues collection of delinquent utility accounts, including preparation and mailing of final notices, shut-off and turn-on orders, establishing and monitoring payment schedules, customer follow-up account research, preparing liens and write-offs.

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES:

- Working knowledge of computers and electronic data processing
- Working knowledge of modern office practices and procedures
- Working knowledge of governmental accounting principles and practices.
- Skill in to operating listed tools and equipment.
- Ability to perform arithmetic computations accurately and quickly
- Ability to communicate effectively verbally and in writing
- Ability to establish successful working relationships
- Ability to work under pressure and/or frequent interruptions.

TOOLS AND EQUIPMENT USED:

- Personal computer, including word processing and spreadsheet software, central financial computer, 10-key calculator, phone, fax and copy machine.

MINIMUM QUALIFICATIONS

Education:

- A High School Diploma

Experience:

- Three (3) years of increasingly responsible related experience.

Training, licensing, or certifications:

- Possession of valid Washington State Driver's License
- Previous Experience with VISON VSP Software Preferred

WORKING CONDITIONS:

Environmental Conditions:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderately quiet.

Physical Conditions:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands to operate, finger, handle, or feel objects, tools, or controls; and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

Note:

1. Any combination of education and experience may be substituted, so long as it provides the desired skills, knowledge and abilities to perform the essential functions of the job.
2. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities. However, some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.
3. While requirements may be representative of minimum levels of knowledge, skills and abilities to perform this job successfully, the employee will possess the abilities or aptitudes to perform each duty proficiently.
4. This job description in no way implies that these are the only duties to be performed. Employees occupying the position will be required to follow any other job-related instructions and to perform any other job related duties requested by their supervisor.

I have read and understand this class description.

Signature

Date