

CITY OF NOME

Class Specification

PAYROLL/ACCOUNTING TECHNICIAN

Range 14

Definition:

Under direction of the City Manager, is in charge of the payroll function for the City of Nome employees, and performs specific accounting/bookkeeping functions.

Examples of Duties:

Sets up employee files and payroll ledgers on new employees; updates data on current employees; verifies information on time sheets and leave records; runs payroll checks and balances accounts; prepares payroll distribution sheets to be posted to expense records; files time sheets.

Administers accounts for employer and employee taxes, retirement, insurance, union dues, etc., by applying the appropriate rules and regulations, transmitting payments, preparing reports, reconciling accounts, and adhering to time frames and deadlines.

Administers CETA contracts; prepares financial reports and fringe expense vouchers; maintains files and records.

Prepares worker's compensation claims and related reports; maintains records; assists in annual audit for computing premiums.

Posts and balances city books.

On an annual basis, prepares audit reconciliations and confirmations; develops budgetary estimates; completes specific government financial and statistical reports; prepares and distributes W-2 forms.

Performs other related duties as required.

Knowledges, Skills, and Abilities:

Knowledge of: Standard accounting transactions and record keeping systems; files and records maintenance; rules and regulations governing various employer and employee payroll

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deductions; modern office practices.

Ability to: Learn and apply existing accounting systems, policies, procedures, methods and techniques; keep accurate records; compile information and prepare reports; perform accurate arithmetic calculations; speak and write effectively; maintain cooperative relationships with other employees.

Employment Standards:

At least four years of office experience which included accounting, bookkeeping or payroll duties is preferred.

Academic, business or commercial education may be substituted for experience on a year for year basis.