**CITY OF NOME, ALASKA**

**Job Description**

**Payroll/Accounting Technician - Payroll**

Range: 14 Approved by: GS

Department: Finance Department Date: 7/20/2021

Reports to: Finance Director Status: Non-exempt

Supervises: None

**SUMMARY**

Under supervision, is responsible for the payroll function for the City of Nome employees, and performs specific accounting/bookkeeping functions. This includes accounting support and administrative work in the preparation, processing, maintenance and verification of accounting documents and records for payroll, and performs related duties as assigned.

**DUTIES AND RESPONSIBILITIES**

**Accounting**

Maintains all payroll operations according to policies and procedures. Sets up employee files and payroll accounting records on new employees, updates payroll records by entering any changes to employee information or benefits, such as job title changes or changes in deductions, reviews and updates necessary information on current employees payroll records, handles direct deposit requests and data entry, receives, verifies, and calculates information recorded on time sheets accurately; resolves payroll discrepancies, reviews and verifies leave records, enters payroll into accounting system, runs payroll checks, processes paper checks for distribution including acquiring signatures, processes wage garnishments, makes adjustments in pay for raises and bonuses; reconciles accounts, and files time sheets.

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

Prepares reports that include summaries of earnings, tax deductions, leave, etc.

Assists in maintaining documentation for grant reports and in performing various grant reimbursement tasks.

Maintains all payroll files and reconciles payroll on a monthly basis.

Develops budgetary estimates for both payroll and benefits.

Processes and issues W-2 information and prepares and files required reports and forms on a timely basis. Maintains W-2 records and ensures compliance with applicable IRS guide lines. Reports any necessary data to the IRS. Prepares and remits reports including 941 and ESC.

Assists with audit preparation and provides assistance during annual audit, and other special audits; updates financial spreadsheets as required. Prepares audit reconciliations and confirmations.

**Records Maintenance**

Creates, organizes, maintains, and updates files and records utilizing database and spreadsheet software, other online applications, and manual systems; maintains an audit trail of documents and records; creates report formats and prepares necessary accounting and financial reports based on retrieved data as requested.

**Support**

Provides backup services for other positions, such as Accounts Payable; performs a variety of administrative/clerical duties as assigned by the Finance Director.

**PUBLIC RELATIONS**

Public relations shall be an integral part of each employee’s job. Employees shall be courteous, helpful and conduct themselves in a manner which is appropriate for an employee in public service.

**SUPERVISION EXERCISED**

Supervision of regular employees is not a normal responsibility of this position.

**DESIRED MINIMUM QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Education, Training and Experience**

High school diploma or a combination of education, training and/or two years’ experience which demonstrates the ability to perform the duties as described. Working knowledge of accounts payable, bookkeeping and payroll functions; working knowledge of municipal finance accounting practices and procedures are desirable. Good organization/multi-tasking skills are essential. Proficiency in Microsoft Office applications is essential.

**Knowledge of:**

Basic principles, procedures, and terminology of auditing, accounting and financial record keeping; fundamental accounting and internal control policies and procedures; rules and regulations governing various employer and employee payroll deductions, City ordinances, rules, procedures and practices governing payroll processing; standard office practices and procedures; standard software applications related to financial applications; and effective customer service etiquette and practices.

**Skill and Ability to:**

Operate a computer using spreadsheet and financial accounting software; perform mathematical computations rapidly and accurately; operate a variety of standard office equipment including 10-key by touch; interpret and apply complex laws, rules, and regulations; communicate effectively in both oral and written form; conduct basic research; set up and maintain database files to create spreadsheets and other related forms and documents; set up and accurately maintain accounting and financial records; follow directions; work independently; set priorities and meet deadlines; proof-read financial documents and reports; identify and correct errors or omissions; establish and maintain cooperative working relationships with those contacted during the course of work.

**PHYSICAL AND MENTAL DEMANDS**

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

**Physical Demands**

While performing the duties of this job, the employee is regularly required to sit; talk or hear, both in person and by telephone, and repetitively use hands or wrists to operate, finger, handle or feel office equipment; and reach with hands and arms. The employee is frequently required to stand and walk; and travel up and down stairs. Employees must occasionally lift and/or move up to 30 pounds. Specific vision abilities required by this include close vision and the ability to adjust focus.

**Mental Demands**

While performing the duties of this job, employees are regularly required to use written and oral communication skills; read and interpret data and information; use math and mathematical reasoning; analyze and solve problems; observe and interpret people and situations; learn and apply new information; perform highly detailed work on multiple, concurrent tasks; meet intensive deadlines; work with constant interruptions; and interact with City staff, taxpayers, vendors and the public

**WORK ENVIRONMENT**

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.

Work is performed primarily in an office setting. The noise level in the work environment is usually moderately quiet.