



CITY OF BANNING, CALIFORNIA

Accounting Specialist

Job Code: 1136
Salary Range: 53

FLSA Exempt Non-Exempt

JOB DEFINITION: Under general supervision, performs routine to moderately complex technical and specialized duties in the preparation, processing and maintenance of the City-wide payroll and related records; general ledger accounting, accounts payable, purchase requisitions, business licenses and performs related duties as assigned.

ESSENTIAL FUNCTIONS: *The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification. Shown are duties intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

REPRESENTATIVE DUTIES: Depending on the area of the assignment, duties may include, but are not limited to the following:

- Reviews and processes payroll action forms and resolves discrepancies with Human Resources;
- Ensures employees are correctly set up in the payroll system;
- Verifies, audits, edits and processes biweekly employee payroll in accordance with City policies and procedures and labor contract agreement provisions;
- generates reports and verifies accurate reporting of changes in pay, payroll status, benefits, taxes and other deductions, as well as retroactive pay adjustments and terminations;
- Verifies and edits attendance and work hours data entered by departments;
- Works with departments to resolve reporting problems and errors; enters work hours, leaves taken, overtime and account codes for employees with labor distribution and for part-time employees;
- Processes adjustments to individual employee pay to correct errors;
- Processes employee payroll deductions, benefits elections and tax changes;
- Monitors eligibility dates and initiates set up of annual enrollments/increases and floating holiday accruals. Processes and data enters special payroll transactions, such as wage assignments, liens, and child support payments;
- Makes payroll system adjustments to ensure appropriate payroll tax treatment of retroactive and other special wages;
- Generates and checks preliminary and final payroll reports and registers;
- Runs leave accrual processes;
- Generates paychecks; processes void and reissued paychecks;
- Ensures timely and accurate posting of payroll to the financial accounting system and generates electronic bank deposits;
- Generates and distributes a variety of system reports and ensures appropriate documentation for audit purposes;
- Posts deduction and benefit amounts to subsidiary ledger accounts; prepares payment authorizations for vendors;
- Generates EFT transfers for tax deposits;
- Reconciles quarterly tax reports to the general ledger; prepares and submits quarterly tax returns and media files for transmission;
- Reconciles payroll liability accounts, resolves discrepancies and posts adjusting journal entries; responsible for required maintenance of payroll software;

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- Answers department and employee questions regarding payroll and benefits deductions by explaining requirements, policies and procedures;
 - Researches and remains current on Federal and State payroll tax law changes, pension, benefits and other applicable regulations affecting payroll;
 - Maintains required files and records; researches transaction history to verify payroll totals, accruals and audit questions.
 - Performs user testing of system updates. Attends a variety of meetings, training sessions and seminars as required.

ADDITIONAL AS REQUIRED: Assists the Finance Department with procurement needs. Reviews purchase requisitions for compliance with City policy before issuing purchase orders. Pays department bills and reports purchasing updates. Insures money is taken from correct accounts. Monitors the budget for purchase orders. Prepares cash flow for Finance Director. Prepares sales and property taxes and conducts audits. Reconciles and oversees Department inventory. Processes vendor payments and researches and reconciles vendor discrepancies. Prepares and enters journal entries for general ledger. Examines, analyzes, researches and reconciles general ledger accounts and statements. Audits invoices, corrects mistakes and extends tax consequences. Reconciles and files invoice statements. Assists vendors with collecting outstanding or unpaid invoices. Posts fiscal agent report data and balances to general ledger. May oversee the work of temporary employees assigned to work area. Issues business licenses to companies conducting business in the City of Banning. Enters business licenses payments into computer system, prints licenses and renewals, prepares copies for inspectors and files and maintains information. Prepares a variety of financial support documents. Performs related duties and responsibilities as assigned.

KNOWLEDGE AND SKILLS:

- Federal, State and City laws, regulations, rules and guidelines applicable to timekeeping, payroll preparation and pay reporting.
- Methods, practices, documents and terminology used in processing payroll transactions and in payroll recordkeeping.
- The City's payroll system and associated practices and procedures for processing payroll information and interpreting input and output data.
- Payroll and deductions policies, practices and procedures, including garnishment and employment verification.
- Records management and file maintenance procedures.
- Standard office practices and procedures.
- Principles and practices of quality customer service and sound business communication.
- Operate a computer using word processing, spreadsheet and accounting system applications; operate a calculator and other standard office equipment.
- Organize, set priorities and exercise sound judgment within established guidelines.
- Interpret, apply and reach sound decisions in accordance with City rules, policies and department procedures.
- Make calculations and tabulations and review payroll and related documents and information with speed and accuracy.

- Understand and follow written and verbal instructions.
- Learn and apply new information.
- Schedule, organize, analyze and complete work in accordance with established guidelines.
- Prepare clear and accurate payroll records and reports.

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- Prepare and maintain accurate and complete specialized records and files.
- Communicate clearly and effectively, both orally and in writing, and work cooperatively with employees, customers, the general public, vendors, co-workers, department representatives, supervisors, management and others encountered in the course of work.
- Exercise tact and diplomacy in dealing with sensitive, complex and confidential payroll issues and situations.
- Maintain complete confidentiality of sensitive employee information.
- City's and the Department's policies and procedures.
- Accounts payable, payroll, purchasing and general ledger procedures.
- Financial reporting guidelines and procedures.
- Reading, understanding, interpreting and applying relevant city, county, state and Federal statutes, rules, Regulations, ordinances, codes, administrative orders, policies and procedures and other operational guidelines and directives.
- Skill in operating a personal computer utilizing a variety of software applications.

MINIMUM QUALIFICATIONS: Any combination of education and experience that provides the knowledge, skills, and ability necessary for the position. Typically qualifications should include an Associate's degree with major coursework in accounting, bookkeeping or a closely related field and three (3) years of progressively responsible experience in payroll, tax and insurance deductions, accounts payable, purchasing, and customer service. Experience in municipal payroll operations is desirable. A Bachelor's degree is preferred.

ADDITIONAL REQUIREMENTS: Must have and maintain a valid California Class C Driver's License. American Payroll Association certification is desired. May be required to work outside the traditional work schedule.

PHYSICAL TASKS AND ENVIRONMENTAL CONDITIONS:

- Ability to work in a standard office environment;
- Regularly required to talk or hear. Required to sit; stand; walk; use hands to finger, handle or feel; and reach with hands and arms.
- The employee is occasionally required to climb or balance and stoop, kneel, crouch, crawl, or twist; lift, drag and push files, reports or other materials.
- The employee must regularly lift and/or move up to ten (10) pounds, frequently lift and/or move up to twenty-five (25) pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.