

ACCOUNTANT II – PAYROLL

FLSA Status – Non-Exempt

EEO Code – B/Professionals

Class Code – E222

GENERAL DESCRIPTION OF THE DUTIES

This classification is responsible for completing the City's payroll processing and reporting, and for coordinating employee benefits. Payroll processing includes procedures and processes needed to complete paycheck preparation, transmittal of payroll files, and preparation of payroll related bills. Employee benefits coordination includes procedures and processes related to federal Family Medical Leave Act and Oregon Family Leave Act (FMLA/OFLA), Oregon Public Employees Retirement System (PERS), health insurance, section 125 plans, life insurance, disability insurance, deferred compensation plans, and other miscellaneous payroll deductions and benefits. Additional duties include completing quarterly and year-end payroll reports; completing system testing, problem resolution, and maintenance; and providing payroll technical assistance to operating departments. This classification also assists in the preparation of the City's annual budget.

SUPERVISION RECEIVED

Receives immediate supervision from the Finance Director although technical accounting advice is received from the Senior Accountant and the Technical Services Accountant.

SUPERVISION EXERCISED

Supervision is not a normal responsibility of this classification, although this position may give technical direction to other employees.

DISTINGUISHING FEATURES

This classification is distinguished by its responsibility for the set-up, maintenance, and testing of the Logos.NET Human Resources payroll processing system, employee benefits coordination, and payroll procedures and processes. The position requires access to financial information not customarily provided in a retail transaction that is not a loan or extension of credit; for example, access to employee bank account information. This classification operates in compliance with federal and state laws related to employment and benefits. This classification must also be familiar with the applicable rules in the City's Employee Handbook, payroll Operating Policies in the Logos.NET User Guide, the Police Association contract, and the Fire Union contract.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties and responsibilities listed should not be construed to be all-inclusive. The essential job duties will include other responsibilities as assigned and required.

1. Coordinates and completes the City's payroll functions including, but not limited to, payroll maintenance, payroll processing and paycheck preparation; transfer of files related to direct deposit, payroll taxes, and Section 125 reimbursement plans; preparation of payroll bills and payroll related journal entries; and completion of

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general ledger balancing of payroll liability accounts. Ensures the accuracy of employee compensation, benefits, deductions, leave accruals, and direct deposits consistent with collective bargaining agreements, Employee Handbook, Logos.NET User Guide Operating Policies, and federal and state laws, policies, and procedures.

2. Writes software suggestions, resolves issues, tests, and implements upgrades to the City's Logos.NET Human Resources computer system. Provides training and assistance to department users. Participates on ERP team and in Logos.NET strategic planning.
3. Coordinates and completes processes related to the City's employee benefit program, including FMLA/OFLA, PERS, health insurance, section 125 plans, life insurance, disability insurance, and deferred compensation plans. Assists with insurance renewals; coordinates employee open enrollment and status changes related to health insurance; manages enrollment of eligible employees and public safety volunteers in appropriate benefit plans; and communicates with plan representatives as necessary.
4. Prepares routine and non-routine payroll related reports including, but not limited to the following: quarterly and year-end payroll reports, yearly W-2 forms, miscellaneous payroll surveys, life insurance census, Bureau of Labor and Industries (BOLI) minor certificates, etc.
5. Assists in the preparation of the City's annual budget, including set up of positions, benefits, taxes, allocations, etc. in the Logos.NET position budgeting system. Completes personal services salary and fringe benefit projections for all phases of the budget preparation process. Provides analysis of various "what if" scenarios used during the budget process. Communicates with operating departments, coordinates information from Personal Services Data Sheets, and provides personal services cost projections for operating department use during the budget process and throughout the year.
6. Provides payroll and benefits technical assistance to management, Finance Department, and employees. Assists during collective bargaining contract negotiations by reviewing proposals and providing feedback on possible payroll system issues. Provides personal services cost projections during contract salary negotiations.

Other duties include maintaining employee-related databases and personnel files, including personnel action forms, payroll deductions, direct deposit elections, and insurance enrollments. Also responsible for meeting with newly hired employees to review payroll and benefit information and to assist with completing new hire paperwork.

OTHER JOB FUNCTIONS

1. Follows all safety rules and procedures established for work areas.

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2. Performs work in accordance with federal and state employment laws, and City policies and procedures.
3. Maintains proficiency by attending training conferences and meetings, reading materials, and meeting with others in areas of responsibility.
4. Maintains work areas in a clean and orderly manner.
5. Assists other Finance Department staff with support duties as workload and staffing levels dictate.

KNOWLEDGE SKILLS AND ABILITIES

Knowledge of:

- Federal and state employment laws and regulations;
- Accounting and auditing principles, practices, and procedures;
- Financial analysis techniques;
- Office practices, procedures, and equipment operations;
- Basic concepts of human resource management;
- Standard business English;
- Computer-based information systems and the use of computers for research and analysis;
- Applicable City personnel policies and procedures in the City Employee Handbook and the Logos.NET User Guide Operating Policies;
- Police Association Contract;
- Fire Union Contract

Skill in:

- Using computer systems to perform accounting duties;
- Communicating effectively with diverse individuals, both orally and in writing, providing information, answering questions, and explaining decisions;
- Performing detailed functions accurately and rapidly;
- Organizing and scheduling work;
- Analyzing and interpreting financial data;
- Researching, compiling, and tabulating statistical data;
- Preparing and maintaining reports and records; and
- Establishing and maintaining effective working relationships with employees, vendors, and the public.

Ability to:

- Perform technical support requiring decision making within established laws, rules, policies, and procedures;

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- Coordinate assigned programs or functions with other City staff;
- Learn governmental fund accounting;
- Apply a variety of federal and state regulations;
- Work as a collaborative team member; and
- Establish and maintain effective working relationships with others from diverse backgrounds.

EDUCATION AND EXPERIENCE

Any equivalent combination of education and experience that provides the applicant with the knowledge, skills, and abilities required to perform the job will be qualifying. A typical way to qualify would be a minimum of two years increasingly responsible experience related to the duties and responsibilities of Accountant II and specialized training in payroll accounting, payroll services, and related computer applications.

DESIRABLE EXPERIENCE AND TRAINING

An Associates Degree in Accounting is preferred.

PHYSICAL AND MENTAL DEMANDS

The work of an Accountant II involves communicating with others, repetitive motion of hands/wrists, and pushing or pulling 10-20 lbs. Otherwise qualified individuals with a disability and known limitations will be reasonably accommodated to perform the essential job duties of this classification.

WORKING CONDITIONS

Work is performed in an office environment under the usual office working conditions. The noise level in the work environment is typical of most office environments. The position may require overtime.

Approved By _____ Date _____
(Department Director)

Adopted By _____ Date _____
(City Manager)

Established: 10/94
Revised: 05/99
Revised: 02/00
Revised: 06/01
Revised: 11/01
Revised: 10/03
Revised: 11/10

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Revised: 8/11