

City of  
**EDMONDS**  
Washington

**ACCOUNTING SPECIALIST –Payroll**

<b>Department:</b>	Finance	<b>Pay Grade:</b>	NE-9
<b>Bargaining Unit:</b>	SEIU	<b>FLSA Status:</b>	Non-Exempt
<b>Revised Date:</b>	October 2012	<b>Reports To:</b>	Finance Director

**POSITION PURPOSE:** Under general supervision, performs skilled technical accounting assistance in assigned area; reconciles, audits, and enters various data into financial tracking system; prepares various journal entries; generates a variety of routine reports; processes and maintains payroll and benefits; reconciles and balances cash and prepares cash deposits; assists various city departments, employees, third parties and vendors with payroll and benefit payment questions; serves as back up for accounts payable and accounts receivable; performs various clerical functions as assigned.

**ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:**

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

- Processes payroll and benefits accurately and according to deadlines.
- Reviews and ensures accuracy of employee data and compliance with established standards, policies and procedures.
- Reconciles and remits benefit checks, and quarterly taxes and annual W-2's.
- Uploads and reconciles daily cash payments; prepares daily bank deposits.
- Reconciles miscellaneous monthly accounts, bank cash, special assessments, fixed assets, cemetery fund, sister city fund, control accounts and claims check reconciliation.
- Prepares and processes other miscellaneous adjusting journal entries as needed.
- Assists with budget and CAFR preparation and accounting reports as needed.
- Logs deposits and refunds into appropriate system and balance totals to general ledger.
- Prepares and maintains a variety of records and reports related to personnel, funds, payments and related activities.
- Operates a computer and other office equipment as assigned; enters and maintains direct deposit information and other data into the personal computer as assigned.
- Serves as backup for other accounting specialist functions.

**Required Knowledge of:**

- Eden and BARS system and payroll processing.
- Operational characteristics, services, and activities of assigned area responsibility including: payroll and benefits, accounts payable/receivable and utility billing.
- Basic accounting and bookkeeping principles and practices.
- Basic office assistant/clerical support principles and practices in area of assignment.

## **JOB DESCRIPTION**

### **Accounting Specialist**

- Computer hardware and automated accounting/financial systems.
- Techniques in data verification and data entry and proper coding of documents.
- Federal, state, city and departmental policies and procedures affecting assigned work.
- Financial record keeping practices.
- English usage, spelling, grammar, filing systems and document retention.
- Principles of customer service and public relations.
- Research methods and report preparation.
- Basic mathematics principles and practices.
- Effective communication principles and practices including oral and written communication.
- Modern office procedures, methods, and equipment including computers and computer applications such as: word processing, spreadsheets, and statistical databases.
- Proper telephone etiquette.
- Principles of business letter writing.

#### **Required Skill in:**

- Providing excellent customer service to customers and visitors in area of assignment.
- Meeting deadlines and working with multiple projects in area of assignment.
- Maintaining and reconciling accounting records and in identifying and reporting discrepancies.
- Preparing a variety of informative reports in area of assignment.
- Performing accurate bookkeeping, computing rapid and accurate mathematical computations and maintaining associated accounting records.
- Gathering data and verifying information.
- Responding to inquiries or requests from employees, department management, outside agencies and the general public.
- Working with equipment, tools, and materials required in area of assignment.
- Communicating effectively verbally and in writing.
- Utilizing personal computer software programs and other relevant software affecting assigned work and in compiling and preparing spreadsheets.
- Establishing and maintaining effective working relationships with staff, management, vendors, outside agencies, community groups and the general public.
- Communicating effectively verbally and in writing.

#### **MINIMUM QUALIFICATIONS:**

##### **Education and Experience:**

High School Diploma/GED Certification and two years of accounting, bookkeeping, payroll, or related experience that includes tracking accounts, gathering and verifying various financial data, general office experience, use of automated financial tracking systems, and maintaining records and files in a heavy customer service environment; preferably in a public sector environment; OR an equivalent combination of education, training and experience.

##### **Required Licenses or Certifications:**

Certified Payroll Professional (CCP) desirable.

Must be able to successfully complete and pass a background check.

**JOB DESCRIPTION**  
**Accounting Specialist**

**WORKING CONDITIONS:**

**Environment:**

- Office environment.
- Constant interruptions.

**Physical Abilities**

- Hearing, speaking or otherwise communicating to exchange information in person or on the phone.
- Operating a computer keyboard or other office equipment.
- Reading and understanding a variety of materials.
- Sitting or otherwise remaining stationary for extended periods of time.
- Bending at the waist, reaching above shoulders and horizontally or otherwise positioning oneself to accomplish tasks.
- Lifting/carrying or otherwise moving or transporting up to 40 lbs.

**Incumbent Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Department Head:** \_\_\_\_\_

**Date:** \_\_\_\_\_