

# Accounting Technician - Payroll

Dept/Div: Finance/N/A

FLSA Status: Non-Exempt

## General Definition of Work

Performs intermediate technical work processing payroll, posting daily transactions, journal entries and disbursements to the general ledger, preparing deposits, entering data into computer, processing financial records and files, preparing reports, and related work as apparent or assigned. Work is performed under the limited supervision of the Finance Director.

## Qualification Requirements

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

## Essential Functions

Maintains and processes all documents for the payroll; reviews, edits, adjusts and runs checks for payroll; prepares various reports related to payroll and fringe benefits.

Prepares W-2s and 1099s and assists employees with questions concerning their pay, deductions and benefits.

Posts daily transactions, journal entries, disbursements and other documents to the general ledger; reconciles monthly bank statement for the payroll account.

Prepares, verifies and files monthly and quarterly payroll reports; prepares and submits files and reports to the State and Federal government.

Maintains and processes all levies, garnishments, child and medical support payments for employees; ensures that benefit vendor statements are correct and paid.

Participates in the annual audit; prepares work papers; gathers documents for auditors; gathers statistical information.

Receives and verifies approved time sheets and leave slips; checks and verifies employee leave slips and overtime to time sheets; enters employees' time into the payroll system; submits direct deposit file to the bank; prepares payroll register; verifies gross wages.

Serves as back-up to departmental staff as assigned.

Provides employees information regarding the completion of retirement package; provides employment verifications.

Receives daily deposits from departments; verifies accuracy; prepares daily bank deposit.

Calculates and reconciles VRS retirement contributions; interfaces information electronically.

Other duties as assigned by Finance Director.

## Knowledge, Skills and Abilities

Thorough knowledge of general accepted governmental accounting terminology, principles, methods and procedures; thorough knowledge in preparing detailed reports and other types of correspondence; thorough knowledge of and in the use of standard office equipment and associated software (e.g. Tyler Munis, Excel, Microsoft Office Professional, etc.); ability to make arithmetic computations; ability to compute rates, ratios and percentages; ability to understand and apply governmental accounting practices in maintenance of financial records; ability to perform statistical analysis; ability to post accounts with speed and accuracy; ability to efficiently operate a variety of office machines; ability to establish and maintain effective working relationships with associates, vendors and the general public.

## Education and Experience

Associates/Technical degree with coursework in accounting, or related field and moderate experience in accounting, payroll, or equivalent combination of education and experience.

## Physical Requirements

This work requires the occasional exertion of up to 25 pounds of force; work regularly requires sitting and speaking or hearing, frequently requires using hands to finger, handle or feel and occasionally requires standing, walking,

## **Accounting Technician - Payroll**

reaching with hands and arms, pushing or pulling and lifting; work requires close vision; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data; work has no exposure to environmental conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

### **Special Requirements**

Valid driver's license in the Commonwealth of Virginia.

Last Revised: 01/22/2021