



February 2020
Confidential and Non-Exempt

CLASSIFICATION STATEMENT

TITLE: Staff Accountant w/Payroll

DIVISION: Finance

SALARY RANGE: Range 38.5
\$33.60 - \$42.91
\$5,824 - \$7437.73

DEFINITION:

The Staff Accountant reports to the Finance Controller. Responsibilities include, but not limited to: Assist in general ledger accountability, financial reporting, budgeting, forecasting and other projects as assigned. Process bi-weekly payroll in accordance with established policies and procedures

CLASS CHARACTERISTICS:

To perform technical accounting functions involving preparation of payroll, processing of reporting for CalPERS, knowledge and execution within ADP systems, preparation of supporting schedules for budget purposes, supporting schedules for monthly financial statements reporting to the board of directors. Responsible for the overall preparation and distribution of payroll, maintenance of payroll records and required reporting in accordance with Federal, State and Local laws.

EXAMPLE OF DUTIES: *The following is a non-exclusive list of essential job functions for this classification. Incumbents may not perform all of the listed job functions and/or may be required to perform additional or different job functions from those set forth below to address business needs and changing business practices.*

ACCOUNTING:

- Preparation of financial statements and supporting schedules, budget vs. actual monthly reporting and various management reports.
- Following and recommending internal controls
- Participate as assigned in inventory recording
- Review A/P and Payroll checking, Market value and State LAIF accounts
- Create cost allocations reports by process and member agencies in accordance with the JPA and project committee agreements; including an audit trail/visibility into how the numbers were determined
- Assist in annual budget and year end use audit preparation
- Forecast and monitor cash positions, revenue and expenditures
- Support annual CAFR preparation by outside CPA firm
- Investigate and recommend revisions to accounting procedures to satisfy changes in existing systems.
- Perform and be cross trained on Accounts Payables, must be able to support when vacant.
- Perform all related duties as assigned and/or directed.
- Comply with Agency safety rules and regulations

PAYROLL:

- Completed in accordance with Agency procedures; calculate overtime, stand-by pay, vacation buy backs and prepares miscellaneous deductions (i.e., credit union, deferred compensation) and withholding change
- Prepare 1099's. DE-9 and DE-9C. Review from ADP and file all Federal and State payroll tax returns and form including W-2's, (this might also be done by ADP) Follow-up on filings.
- Responsible for keeping current and timely, accurate Cal PERS reporting, payroll preparation and working within ADP systems.
- Training staff in payroll and ADP systems, accessing and creating reports used by management level staff for payroll approvals
- Accuracy and verification of payroll related additions, retirements, back payments processing
- Identify and implement new and different payroll requirements when new MOU, pay plans, CalPERS mandates and benefit adjustments
- Manage garnishment processing through payroll system. In some cases, this might require communicating regularly with local agencies to manage payments
- Track all vacation, sick leave and other leave
- Resolve discrepancies on data submitted for payroll processing
- Using a computer, verify and prepare payroll checks and tax reports; distributes checks and maintains appropriate ledgers.
- Enter information into CalPERS system for reporting payroll
- Perform all related duties as assigned and/or directed.

MINIMUM TRAINING AND EXPERIENCE REQUIRED TO PERFORM ESSENTIAL FUNCTIONS:

- Bachelor's degree in finance, business administration or related field
Accounting degree preferred
- 2+ years of experience, preferably in the public sector

OTHER SPECIAL REQUIREMENTS:

- Must be able to pass the Agency's pre-employment physical examination and drug testing
- Travel by automobile to conduct Authority business, valid California Class C driver's license in good standing
- Knowledge of governmental accounting principles, procedures and processes governing receipt, custody and expenditure of public funds; principles and practices of fund accounting and public budget preparation and control.

Physical and Mental Abilities Required to Perform Essential Functions:

Language Ability and Interpersonal Communication

- Ability to analyze data and information using established criteria, in order to determine consequences and to identify and select alternatives. Ability to compare, count, differentiates, measure, copy, record and transcribes data and information. Ability to classify, computes, tabulate and categorize data.
- Ability to persuade, convince and train others. Ability to advise and provide interpretation regarding the application of policies, procedures and standards to specific situations.
- Ability to utilize a variety of advisory data and information such as safety regulations, training materials, legislation/regulations, purchase orders, budgets, investment guidelines, financial statements, planning documents, meeting agendas and minutes, state statutes, procedures and non-routine correspondence.
- Ability to communicate effectively orally and in writing with Agency personnel, consultants, vendors and other Agency personnel.

Judgment and Situational Reasoning Ability

- Ability to use functional reasoning and apply rational judgment in performing diversified work activities.
- Ability to exercise the judgment, decisiveness and creativity required in situations involving the evaluation of information against sensory and/or judgmental criteria.

Physical Requirements

- Ability to coordinate eyes, hands, feet and limbs in performing movements requiring moderate skill, such as typing.
- Ability to exert light physical effort in sedentary to light work, but which may involve some lifting of heavy objects in excess of 25 pounds, carrying, pushing or pulling.
- Ability to recognize and identify individual characteristics of shapes and sounds associated with job-related objects, materials and tasks.

Environmental Adaptability

Employees work in an office environment with moderate noise levels, controlled temperature conditions and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing department policies and procedures.

Job descriptions are intended to present a descriptive list of the range of duties performed by employees in this job. Specifications are NOT intended to reflect all duties performed with the job.

SOCWA is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Agency will provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective and current employees to discuss potential accommodations with the employer.