



Job Description

Title: Accounting Clerk: Payroll/AP
Department: Administration

Starting Wage: \$20.00/hour
Status: Non-Exempt/Part-time

JOB SUMMARY

The Accounting Clerk primary responsibility, under the direction of the Business Manager, completes all functions of bi-weekly payroll and assists with accounts payable vendor check-run. Maintain and update employee data; process payroll; and print paychecks. Reconcile payroll deductions: insurance, pension, garnishments, and payroll tax. Work also includes preparing quarterly and annual federal and state payroll reporting returns. Accounts Payable invoice data entry and bi-weekly payments to vendors.

ESSENTIAL JOB FUNCTIONS: *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following tasks, knowledge, skills and other characteristics. The list that follows is not intended as a comprehensive list; it is 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 tasks.*

- Process and prepare bi-weekly payroll. Collect timecards, data-entry in accounting software, reconcile deductions, print paychecks
- Reconcile and remit prompt payment of payroll taxes, benefits, and pension deductions
- Prepare monthly, quarterly, and year-end required payroll and pension documents
- Ensure compliance with current government payroll regulations
- Process and prepare Accounts Payable invoices: review and verify Supervisor approval and coding is accurate prior to data entry into Account Software
- Assist with printing bi-weekly Accounts Payable check-run
- Reconcile all Agency credit card accounts for accuracy and process for payment
- Adhere to all deadline requirements
- Perform a variety of clerical tasks including data entry, copying, scanning, and maintaining records and files.

Accounting Clerk Board Approved March 2019

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REQUIRED KNOWLEDGE AND SKILLS:

- Knowledge and thorough understanding of payroll functions: including input/processing, payroll reports, reconciliations, payroll taxes and benefits
- Experience with QuickBooks software or similar software
- Strong written and verbal communication skills
- Microsoft Office products experience and other relevant technologies.
- Detail-oriented and proficient in maintaining accurate records.
- Minimum typing skills 40 wpm
- Ability to work independent in a time sensitive environment
- Ability to work in a team-oriented environment

EDUCATION, CERTIFICATIONS AND LICENSES:

- Community College AA degree in Accounting or related field and one (1) year of related experience; OR
- Two (2) years of payroll and/or bookkeeping experience in the public or private sector and/or any combination of education and work experience as determined by General Manager
- A valid State of California class 'C' driver's license and a satisfactory driving record required.

ENVIRONMENTAL FACTORS AND CONDITIONS/PHYSICAL REQUIREMENTS: *The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the functions*

- May be required to lift and carry items up to 40 pounds
- Ability to sit at a desk and in meetings for extended periods of time
- Must be able to stand, walk, see, hear, and communicate with the sufficient acuity to successfully perform all aspects of the job
- Perform simple grasping and fine manipulation, dexterity, and frequent handling of papers
- There will be some bending, kneeling and overhead reaching
- Ability to use telephone and write or use keyboard to communicate through written means

ADDITIONAL INFORMATION:

Reports To: Business Manager

Direct Reports: N/A

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