

JOB DESCRIPTION
Payroll Accountant

TITLE:	Payroll Accountant
ORGANIZATIONAL UNIT:	Business Office
EMPLOYEE CLASSIFICATION:	Professional Staff
REPORTS TO:	Business Manager
DATE WRITTEN:	June 6, 1995
DATE REVISED:	September 5, 2000

GENERAL NARRATIVE DESCRIPTION:

The Payroll Accountant is responsible to the Business Manager for performing professional duties in the field of accounting in accordance with Generally Accepted Accounting Principles, for keeping accurate and concise financial records, and processing payroll. Assists Business Manager with confidential analysis and support for collective bargaining negotiations. Cross training will take place to assist with other business operations.

ESSENTIAL JOB FUNCTIONS:

1. Prepares daily deposits and codes receivable transactions.
2. Assists Business Manager with cash management activities.
3. Assists Business Manager in monitoring payroll budget variances. Prepares research and analysis as directed.
4. Assists Business Manager in the preparation of the annual budget.
5. Organizes and files accounting data in compliance with audit and control procedures.
6. Processes monthly payroll and maintains all payroll records. Sets up new employee files, enters data into computerized accounting system, and verifies completion and files work authorizations and employment contracts. Assists in the development of payroll and personnel policies and procedures.
7. Prepares monthly payroll-related journal entries and correcting entries.
8. Verify citizenship status and maintain files for the INS (I-9 forms) as the designated Immigration Officer.
9. Assists Business Manager with monitoring payroll activities for compliance with labor contracts and employee contracts, and College policies and procedures.
10. Assists Business Manager with confidential analysis and documentation in support of collective bargaining activities and routine labor issues.
11. Assists in the implementation of designated employee benefits, including processing invoices, establishing new employees, and processing employee changes.
12. Prepares monthly payroll, produces payroll reports and prints checks, and management reports.
13. Prepares monthly payroll for direct deposit to employee bank accounts and maintains database of employees using this service.
14. Prepares and monitors all payroll-related invoices and reports for payment of employee and employer payroll taxes, insurance, benefits, and other payroll deductions per College procedure and federal and state laws.
15. Maintains PERS Public Employees Retirement System membership records and account history of eligible employees, prepares monthly remittances, and produces reports as required by PERS. Assists Business Manager with implementation of PERS contributions per employee labor contracts and PERS rules.

16. Works with the Business Manager to process workmen's compensation claims and unemployment insurance claims. Maintain accident records per federal and state requirements and produce reports as required.
17. Updates a spreadsheet of part-time hours worked and remaining hours authorized for work.
18. Maintain accurate employee leave accruals and balances and produce management reports.
19. Prepares annual IRS Forms W-2, verifies accuracy, reviews documents with the Business Manager, and processes calendar year-end closing activities.
20. Performs fiscal year-end payroll closing activities.
21. Assist with the audit of payroll and accounts receivable by preparing and collecting materials for audit and processing any required adjustments.
22. Answers employment verification inquiries.
23. Uses College-designated computer software programs to perform tasks including writing letters and memos, maintaining a daily calendar, and creating and maintaining spreadsheets and databases.
24. Provides telephone support to the Business Office.
25. Serves as backup for cashiering and general ledger functions.
26. Responsible for safekeeping of cash till and performing daily cash reconciliation including cash counts and written reports.
27. Interacts with college staff, students, various governmental agencies and the general public while performing various tasks.
28. Develops, recommends and follows Business Office procedures and College policies and procedures.
29. Maintains confidentiality of data.
30. Performs other tasks as assigned.

SUPERVISES THE FOLLOWING STAFF:

Supervises student workers and Business Office staff in the absence of the Business Manager.

REQUIRED EXPERIENCE:

Experience working in the public sector with computerized accounting systems preparing payroll or significant governmental accounting course work.

EDUCATION:

Bachelor degree in accounting, business administration, computer science, economics or closely related field with significant accounting and computer course work required.

REQUIRED KNOWLEDGE, SKILLS, AND PERSONAL QUALIFICATIONS:

Knowledge of computerized accounting and point-of-sale systems; able to perform and prioritize tasks with limited supervision; able to perform work as a team member; able to work with the public; proficient in computerized spreadsheets, relational databases, and word processing; able to type; proficient on 10-key calculator; able to operate copy and facsimile machines; demonstrate oral and written communication skills; honest and dependable; professional demeanor; and demonstrate organizational skills.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Hand-eye coordination is necessary to operate computers and various pieces of office

equipment. While performing the duties of this job, the employee is occasionally required to stand, walk, use hand to finger, feel or operate computers, tools, or controls, and reach with hands and arms. The employee is occasionally required to sit, stoop, crawl, climb, kneel, talk or hear. The employee must occasionally lift and/or move up to 50 pounds. Vision ability is required by this job.

WORK ENVIRONMENT:

The work environment is representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Work is performed on the Columbia Gorge Community College campus or at designated sites. The regular work schedule is Monday through Friday 8:00 am – 5:00 pm.

PREPARED BY: Sandra Buchanan, Business Manager

REVIEWED BY: Sandra Buchanan, Business Manager