



## Town of Oro Valley Classification Description

Title: **ACCOUNTING SPECIALIST**  
Job Code: 1475  
FLSA Status: Non-Exempt

Department: Finance  
Salary Grade: 109

### **POSITION SUMMARY:**

Under close supervision, data enters employee related information to maintain, review, verify, correct and update payroll files and records, and prepares, processes and issues payroll to Town staff.

### **ESSENTIAL JOB FUNCTIONS:**

- A. Receives, enters, updates, reviews for accuracy, processes and inputs employee data and changes and incoming documents pertaining to payroll into the payroll system.
- B. Reviews, verifies for accuracy, adjusts, calculates and prepares timesheets, pay codes, pay actions, absences and voluntary deductions for departments and divisions.
- C. Prepares, compiles and processes payroll and employee W-2 forms.
- D. Maintains and prints preliminary reports of payroll data for review and approval by upper management.
- E. Calculates and remits all applicable withholding liabilities for all Town employees on a timely basis, including, but not limited to: quarterly and annual federal and state payroll reporting returns, FICA, Medicare, retirement, insurance, and other related charges.
- F. Calculates all garnishments including wage assignments, Federal and State tax levies, new child support deductions and alimony.
- G. Prepares retirement calculations and interfaces with Public Safety and Arizona State Retirement System personnel.
- H. Performs administrative functions on behalf of the Town's self-insured medical and prescription plan and complies with the Town's HIPAA Privacy Policies and Procedures, especially as it pertains to use and disclosure of Protected Health Information.
- I. Responds to payroll-related requests for information from Town departments, employees, and from outside agencies.
- J. Researches and remains current on federal and state payroll tax law changes, pension, benefit, and other applicable laws and regulations affecting payroll administration.
- K. Maintains complete confidentiality, within guidelines, of all payroll records and reports.
- L. Prepares direct deposit, prepares daily bank deposit, and reconciles monthly benefit reports and retirement contributions.
- M. Prints and separates paychecks per department and stuffs envelopes for distribution.
- N. Participates in the implementation of new financial systems and maintains a working knowledge of the Town's payroll system and setup.

- O. Participates in Town-wide payroll training and assists with the development of training materials/resources.
- P. May assist with the preparation of other finance-related information, schedules and spreadsheets.
- Q. Other duties as assigned.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge of Public Safety Employees Group Memorandum of Understanding (MOU) and the impact on payroll.
- Knowledge of Town personnel policies and procedures.
- Knowledge of financial systems, spreadsheet and word processing software, particularly Microsoft Office products.
- Knowledge of Fair Labor Standards Act regulations.
- Knowledge of payroll preparation and reporting guidelines and procedures.
- Knowledge of customer service techniques and concepts.
- Skill in relatively complex mathematical calculations involving timesheets and payroll deductions.
- Skill in prioritizing work and meeting deadlines.
- Skill in establishing and maintaining effective working relationships.
- Skill in ensuring accuracy of all work performed.

**MINIMUM QUALIFICATIONS:**

- An Associate's degree in Accounting, Finance or related field.
- Two (2) years' experience in payroll or accounts payable; **OR** an equivalent combination of education and experience.

**ENVIRONMENTAL FACTORS and WORKING CONDITIONS:**

- Work is performed in an indoor environment.