



## Town of Oro Valley Classification Description

**Title:** Accounting Specialist

**Job Code:** 1475

**FLSA Status:** NonEx

**Department:** Finance

**Salary Grade:** 135

### **POSITION SUMMARY:**

Under general 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:**

- Assists with the preparation of other finance-related information, schedules, and spreadsheets.
- Calculates all garnishments including wage assignments, Federal and State tax levies, new child support deductions and alimony.
- Calculates and remits all applicable withholding liabilities for all Town employees on a timely basis, such as quarterly and annual federal and state payroll reporting returns, FICA, Medicare, retirement, insurance, and other related charges.
- Maintains and prints preliminary reports of payroll data for review and approval by upper management.
- Maintains complete confidentiality, within guidelines, of all payroll records and reports.
- Participates in the implementation of new financial systems and maintains a working knowledge of the Town's payroll system and setup.
- Participates in Town-wide payroll training and assists with the development of training materials/resources.
- Prepares direct deposit, prepares daily bank deposit, and reconciles monthly benefit reports and retirement contributions.
- Prepares retirement calculations and interfaces with Public Safety and Arizona State Retirement System personnel.
- Prepares, compiles, and processes payroll and employee W-2 forms.
- Prints and separates paychecks per department and stuffs envelopes for distribution.
- Receives, enters, updates, reviews for accuracy, processes and inputs employee data and changes and incoming documents pertaining to payroll into the payroll system.
- Researches and remains current on federal and state payroll tax law changes, pension, benefit, and other applicable laws and regulations affecting payroll administration.

- Responds to payroll-related requests for information from Town departments, employees, and from outside agencies.
- Reviews, verifies for accuracy, adjusts, calculates and prepares timesheets, pay codes, pay actions, absences, and voluntary deductions for departments and divisions.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

- Ability to communicate effectively both verbally and in written communication.
- Ability to establish and maintain effective working relationships.
- Ability to organize work, set priorities, meet critical deadlines and follow up on work assignments with minimal supervision.
- Knowledge of customer service techniques and methods.
- Knowledge of Fair Labor Standards Act regulations.
- Knowledge of financial systems, spreadsheet and word processing software, particularly Microsoft Office products.
- Knowledge of payroll preparation and reporting guidelines and procedures.
- Knowledge of Public Safety Employees Group Memorandum of Understanding (MOU) and the impact on payroll.
- Knowledge of Town and Department policies and procedures.
- Knowledge of Town personnel policies and procedures.
- Skill in relatively complex mathematical calculations involving timesheets and payroll deductions.
- Ability to follow verbal and written instructions.

**MINIMUM QUALIFICATIONS:**

- An associate degree from an accredited college or university in Accounting, Finance, or a closely related field.
- Two (2) years' experience in payroll or accounts payable.
- An equivalent combination of education and experience may be considered.

**ENVIRONMENTAL FACTORS and WORKING CONDITIONS:**

- Work is performed in an indoor environment.
- Must be able to lift or move up to fifty (50) pounds.
- Regular, daily attendance is an essential function for this position.