

**CITY OF SOUTH SALT LAKE
POSITION DESCRIPTION**

Position Description: Accounting Technician/Payroll Coordinator
Department: Accounting
Position Grade: 16
Supervisor: Finance Director
FLSA Status: Non-exempt

POSITION SUMMARY

The Accounting Technician works under the direction of the Finance Director; follows established procedures and performs a variety of calculating, verifying, posting and summarizing tasks in maintaining assigned segments of accounting records such as accounts payable, purchase orders, and employee payroll records.

ESSENTIAL RESPONSIBILITIES AND DUTIES

1. Processes accounts payable and purchase orders; enters invoices for City departments, prepares payment checks and enters appropriate record information; reconciles and posts accounts payable and purchase orders to the general ledger.
 2. Resolves accounting errors and notifies appropriate personnel to prevent future occurrences.
 3. Maintains payroll system, including all employee changes, and reconciles all payroll reports.
 4. Collects and processes employee payroll information and employee paychecks for distribution.
 5. Prepares and balances insurance and retirement reports from payroll records.
-

MINIMUM QUALIFICATIONS

EDUCATION, EXPERIENCE AND CERTIFICATIONS

Graduation from a high school or GED equivalent, completion of college-level accounting courses, and two years of related experience including at least one year payroll processing, or any equivalent combination of related education and experience.

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES

1. Knowledge of general bookkeeping principles and methods; knowledge of general ledger accounting, accounts payable, purchasing and payroll systems.
2. Skill in word processing, spreadsheets, office machine usage and the operation of micro-computers; skill in accounting error detection and correction.
3. Ability to communicate effectively, verbally and in writing.

General clerical skills to be measured through valid testing methods or through verifiable work experience.

PHYSICAL DEMANDS/WORK ENVIRONMENT

The physical demands and work environment characteristics described here are representative of those that must be met or will be encountered by an employee while successfully performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

The noise level in the work environment is usually quiet.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of the specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description is subject to change by the employer as the needs of the employer and requirements of the job change.

Approved by: _____

Effective date: July 1, 2006

Revision history: April 13, 2004