CITY OF WASCO
POSITION DESCRIPTION

PERTINENT POSITION DESCRIPTION DATA

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<tr>
<th>Position Title:</th>
<th>Payroll/AP Specialist</th>
<th>Department:</th>
<th>Finance</th>
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<td>Reports to:</td>
<td>Accounting Manager</td>
<td>FLSA Classification:</td>
<td>Non-Exempt</td>
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<td>Career Ladder:</td>
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<td>Pay Grade:</td>
<td>28</td>
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POSITION SUMMARY:
The fundamental reason this classification exists is to plan, coordinate, and schedule the work of the City's payroll and accounts payable. The Payroll/AP Specialist performs complex paraprofessional accounting work in the implementation of a centralized payroll and accounts payable processing system; reviews and assists in implementation of collective bargaining agreements; performs related bookkeeping and accounting duties. Under general supervision, participates in recordkeeping activities relating to payroll, accounts payable, and accounts receivable.

CLASS CHARACTERISTICS:
This is a journey-level classification for clerical accounting employees who are required to have financial recordkeeping skills. Employees in this class normally perform a group of related duties according to established procedures. While a variety of tasks may be assigned, each step usually follows a pattern which has been established and explained before work is started. The Payroll/AP Specialist is required to exercise independent judgment and initiative in completing complex and sensitive accounting work for the City’s centralized payroll and accounts payable function. Exercise discretion and tact in processing documents and handling confidential and/or sensitive information.

ESSENTIAL RESPONSIBILITIES:

Prepares and submits accounting information for data processing; reconciles any differences between accounting records and data processing reports; requests reports and end-of-year printouts from data processing; provides data on monies due, collected, and delinquent for accounting information and annual auditors’ reports; answers questions and advises on procedures in preparing accounting transactions.

Participates in and may supervise the preparation and auditing of payroll materials requiring analysis of supporting documents; ensures that all entries and adjustments are entered properly into the City’s computerized system.

Identifies and resolves problems and inconsistencies; determines corrective entries involved in maintaining accounting controls; examines, reconciles, balances, and adjusts accounting records; coordinates accounting activities with other City departments.

Participates in and may supervise the preparation of a variety of State, Federal, and local claims, statements, and reports from various sources.
Receives and processes payments and verifies accuracy of bills and payments, including researching minor discrepancies. Matches invoices, receiving reports and other requests for payment with purchase order or contract documents; ensures proper authorization and compliance with City policies and procedures.

Prepares bills for check writing and input to data processing. Provides information to vendors regarding invoices and purchase orders.

Reviews employee time reports for accuracy and compliance with policies and procedures; completes forms to authorize payroll or personnel status changes. Correlates City payroll runs with time records and explains payroll deductions and related payroll transactions to City employees.

Calculates base pay, overtime, gross pay, deductions, reportable earnings, taxable earnings, and accrued leave time, in accordance with City procedures. Calculates various withholdings from wages.

Investigations, interprets, applies, and describes payroll rules related to CalPERS reporting, FLSA, Memoranda of Understanding, City’s Personnel Rules, and State, Federal, and local laws and regulations.

Inputs information into a computer system or manually prepares forms to produce warrants; runs payroll checks and prepares for distribution.

Maintains and updates master payroll records; prepares and reconciles tax reports; reconciles and computes payments due for various benefit program providers.

Inputs and reviews statistical reports; works with various reports, registers, and journals.

Exercise discretion and tact in processing documents and information of a confidential or sensitive nature in a variety of program areas, including benefits, payroll administration, compensation, personal data, employee leave, vendor information; other employee/employer data.

Performs related duties as required.

**MINIMUM QUALIFICATIONS:**

**Knowledge of** – Principles and practices of financial record keeping and accounting; basic principles of payroll and accounts payable; computers and computer software including spreadsheets, databases, and word processing; modern office procedures and equipment; effective customer service; applicable laws and regulations including wage and hour; clerical accounting methods, forms and techniques. Processing of invoices and purchase orders and ability to understand, interpret and apply purchasing policies and procedures.

**Skilled in** – Financial recordkeeping practices and techniques; statistical report preparation; research methods; customer account reconciliation.

**Ability to** - Understand and interpret the principles, laws, and procedures involved in financial record keeping and accounting functions; prepare financial reports and maintain on-line ledgers and journals; analyze data and draw logical conclusions; understand, interpret, and implement collective bargaining agreements; multi-task, problem solve, and prioritize work; key data into spreadsheets, databases, on-line ledgers an journals quickly and accurately; communicate effectively, both verbally and
in writing; establish and maintain effective working relationships with others; communicate effectively in written and oral form; follow oral and written directions; develop and maintain effective working relationships; operate regular office equipment, including calculator and minicomputer.

**Licenses and Certificates** – A valid California Driver’s License and a driving record acceptable to the City’s insurance company.

**Physical Abilities and Work Environment** – Subject to standing, walking, sitting, bending, reaching, kneeling, pushing and pulling. Occasional lifting of objects up to 25 pounds. Must be able to perform repetitive motion and fine manipulation tasks for long intervals of time. Must be able to sit or stand for long periods of time. This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

**Other** – Bilingual fluency in English and Spanish is preferred.

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**EDUCATION AND EXPERIENCE:**

Any combination of experience and education that would be likely to provide the required knowledge, skills, and abilities could be qualifying, as determined by the City. A typical way to obtain the knowledge, skills, and abilities is:

**Experience** – One (1) – three (3) years of experience performing financial and statistical record keeping including one year at the paraprofessional level maintaining accounts payable, purchasing, payroll system or processing records.

**Education** - Graduation from an accredited high school or an equivalent certificate or diploma recognized by the State of California.

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**ACKNOWLEDGEMENT**

A review of this position has excluded the marginal functions of the position that are incidental to the performance of essential job duties. The duties and responsibilities are essential job responsibilities and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbent(s) will possess the knowledge, skills and abilities to perform each duty proficiently. The requirements listed in this document are the minimum levels required for this position.

I acknowledge that I have received a copy of this position description.

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Print Name
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Signature
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Date