

## ACCOUNTING AND PAYROLL ANALYST

### **PURPOSE**

To perform a variety of complex and specialized accounting duties related to processing City-wide payroll; to function as a liaison between the Finance Department, and other City departments and employees by answering questions and solving complicated and/or sensitive payroll problems; and to perform a variety of technical and analytical tasks relative to payroll.

### **WORKING CONDITIONS**

Work is performed in an office setting. It includes work stressors such as: deadlines, volume of work and interruptions. Conditions may include occasional overtime which may include evening or weekend work.

### **PHYSICAL DEMANDS**

Work may include prolonged sitting, moderate lifting (up to 25 pounds), reaching, climbing, stopping, manual dexterity, grasping, pulling and pushing activities. The position also emphasizes speech, hearing and vision attributes and the ability to concentrate for prolonged periods of time.

### **DISTINGUISHING CHARACTERISTICS**

This class is distinguished from the Account Clerk series by the assignment of professional level accounting functions such as recording and reporting financial transactions, reviewing financial records; providing fiscal control for assigned areas of operation, preparation of financial report statements and analysis. This classification is deemed confidential in nature.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from the Finance Analyst series. May receive guidance from the Senior Accountant.

### **ESSENTIAL JOB FUNCTIONS** - Duties may include, but are not limited to the following:

Performs specialized and detailed work in the review and processing of City-wide payroll and related materials; ensures the integrity of data and information related to payroll.

Receives, reviews, verifies and processes payroll records and audits such documents for completeness, accuracy and conformance with policies and procedures; prepares for departmental distribution.

Calculates salary rates and differentials.

Maintains updated data in the payroll computer system.

Maintains records of employees payroll deductions; reconciles deductions for benefit programs.

Prepares payments and reports for various taxing, financial and insurance organizations.

Maintains and reconciles employee leave records.

Compiles, researches, and prepares a variety of periodic and special reports relating to the payroll function.

Releases payroll information to legally authorized Agencies.

Provides support to varied general accounting functions for the City, including preparing various financial reports to the State of California.

Establishes, maintains and purges a variety of files and records such as department and vendor files.

Answers the telephone and responds to questions on payroll and other City financial transactions.

Refers more complex issues to higher level of authority as appropriate.

Searches records and provides factual data from information on file; assists in resolving discrepancies.

Produces and files all Federal and State tax reporting documents.

Transmits CalPERS and deferred compensation reports and payments.

Communicates with City vendors and other agencies with whom the finance function is shared (e.g., PERS, Health Benefit companies, etc.) while maintaining positive working relationships using the principles of good customer service.

May provide training and direction to other employees.

Makes every reasonable effort to continually improve the manner in which the job is performed and increases the quality of service to the public.

Performs other related duties as assigned.

**DESIRABLE QUALIFICATIONS**

**Knowledge and Abilities:**

Knowledge of principles and practices of financial record keeping and of municipal accounting system requirements and procedures. Knowledge of accounting theory, principles and procedures and their application to a variety of funds, accounts and issues; excellent computer skills including accounting and spreadsheet software familiarity, good organizations skills; knowledge of payroll practices and procedures; knowledge of basic auditing and reconciliation practices; basic familiarity with cost accounting; knowledge of relevant federal, state and local laws, codes and regulations.

Ability to analyze and interpret fiscal accounting records and prepare accurate and complete financial reports, to develop and implement accounting system modifications, to prepare a variety of complex financial statements, to communicate clearly and concisely, both orally and in writing and to establish and maintain effective working relationships with those contacted in the course of work. Ability to investigate and analyze situations sufficiently to identify and resolve complex accounting problems independently and to work effectively without direct supervision and the ability to represent proper generally accepted accounting practices to both internal and external customers. Ability to perform arithmetic calculations with speed and accuracy; apply principles, polices, and laws related to governmental accounting; use initiative and sound judgment within established procedures and guidelines; maintain payroll records and process payroll on a bi-weekly basis, including all related analysis relating to benefits, taxes, retirement accounts, and compliance with the various taxing agencies; manage payroll functions of Memoranda of Understanding and coordinate payroll efforts with Human Resources Department.

**Education and Experience:**

**Education:** Equivalent to an Associate's Degree from an accredited college with major course work in accounting, finance, or related field.

**Experience:** Three years of responsible advanced journey level experience as an account clerk, financial assistant, or similar experience, preferably in a government setting.

**OR**

**Education:** Possession of a Bachelor's Degree in Public Administration, Business Administration, or related field.

**Experience:** None required. One year of payroll or analytical experience highly desirable.

**OR**

Substitution of experience for education Bachelor's Degree on a year-for-year basis, up to two years may occur.

**Other Requirements:** Selected positions require possession of a valid California Driver's License and a satisfactory driving record as a condition of initial and continued employment.