



Senior Accountant/Human Resources Specialist

Department: Finance
Reports to: City Administrator
FLSA Overtime Status: Non-exempt
Positions Supervised: None
Grade:

Revision Date: November 8, 2023
Council Approval Date:

OBJECTIVE

To achieve increased segregation of duties, the Senior Accountant is responsible for accounts payable and receivable functions and all payroll functions. As payroll functions depend on employee selections of benefits, the position is expanded to include human resources functions as well. The position ensures organizational compliance with federal and state labor standards.

ESSENTIAL FUNCTIONS

This job description indicates the normal type and level of work expected of the incumbent. Incumbent may be asked to perform other duties as apparent or assigned.

Working predominantly independent with limited supervision, the Senior Accountant/Human Resources Specialist is responsible for a significant portion of the day-to-day accounting tasks and human resources needs of the City.

Accounting

1. Accounts Payable:
 - a. Process vendor payments timely, including assigning invoices to the proper department head, preparing the Council approval report, and preparing checks for signing.
 - b. Resolve billing complaints.
 - c. Ensure all paid invoices have appropriate documentation as needed, specifically the credit card statement.
 - d. Maintain vendor files in the financial software system. Includes adding, modifying or determining inactive vendors.
 - e. Prepare and issue annual 1099s.
 - f. Recommend, as needed, changes in policies and procedures regarding vendor payments to the City Administrator for review and implementation.
2. Accounts Receivable:
 - a. Enter cash receipts in financial software system.
 - b. Prepare bank deposits and take to the bank.
 - c. Coordinate and assist others with receipting checks, cash or credit card payments. Review entries prior to preparing the bank deposit.
3. Payroll:
 - a. Review timesheets for accuracy in applying hours worked, comp time earned and used, vacation, sick time, annual leave, and holidays across all departments, working with Department Heads and Supervisors as needed.

- b. Annually, and for step increases, adjust pay rates in the financial software.
 - c. Perform complex payroll calculations as needed.
 - d. Prepare and submit all payroll-related reports on the required schedule.
 - e. Prepares and distributes union demographic data/reports as required by statute.
 - f. Receive, manage, and maintain Workers Compensation claims. Prepares for and attends annual Workers Compensation audit.
 - g. Make tax and benefit payments as required.
 - h. Issue annual W-2 and 1095 forms.
4. Evaluate on a continuing basis the functioning of the accounting area and recommend changes to improve the results achieved in each area.
 5. Participate in the development of the annual budget.
 6. Prepare payroll-related reports for reimbursements across multiple departments.
 7. Acts as the Duty Disability contact person for PERA.

Human Resources

1. Complete onboarding tasks of new employee hires:
 - a. Review of benefits offered.
 - b. Assist in completion of forms and applications to receive benefits.
 - c. Distribute and review Personnel Manual.
2. Maintain compensation/wage/salary history, employee vacation, sick, holiday, paid time off and other forms of compensation pay records in accordance with established policy.
3. Maintain employee records in regard to benefits selected and received. Prepare and submit reports to vendors as required.
4. Prepare and organize the annual benefit fair; coordinate with various benefit vendors to provide benefit information to employees.
5. Implement and monitor the Personnel Manual, recommend to the City Administrator changes based on emerging trends or changes in law at the State and Federal levels; participate in the amending and updating of the same.
6. Implement the union contracts; participate in the drafting of the same.
7. Participate and provide guidance in the hiring of staff in other departments; review job descriptions and job postings for compliance with FLSA, review interview questions, participate in job interviews.
8. Oversees compliance with FMLA and other employment law requirements.
9. Calculates severance payouts in accordance with adopted policy or union contracts. Issues COBRA paperwork as applicable.
10. Organizes and manages a quarterly wellness program for employees.
11. Maintains labor law postings.

Other Responsibilities:

1. Informs the City Administrator of all significant developments which the Administrator will need to know to perform effectively as chief administrative officer.
2. Ensure that accounting standards relating to separation of duties are met to the greatest extent possible; performs accounting duties as needed to achieve this goal.

MINIMUM QUALIFICATIONS

Associate of Arts Degree in accounting, business administration, human resources or related field with a minimum of three (3) years' experience. A valid driver's license is required. Must successfully complete a criminal history background check.

Preferred Qualifications

Bachelor's Degree in accounting, CPA certified, CPFO or related Master's Degree. Previous experience in municipal or county government working as an accountant and in human resources.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of municipal budgeting and financial concepts; accounting principles; audit requirements.

Skill in reading, writing and speaking English proficiently, organizing and prioritizing work; preparing factual, clear and concise oral and written reports; experience with Microsoft Office, high proficiency in the use of Excel.

Ability to develop and maintain effective working relationships with department heads, co-workers, vendors, and members of the public; communicate effectively, both verbally and in writing; translate complex technical information into understandable messages; understand and carry out oral and written instructions; analyze problems and prioritize the implementation of solutions; work independently, exercise good judgment, and meet deadlines; perform multiple on-going tasks accurately and efficiently; development and implement effective policies and procedures; accurately create and maintain records.

EQUIPMENT

Computers (Desktop and Laptop), phone and adding machine.

WORKING CONDITIONS

Hours worked are 40 hours per week. Work is performed in an office setting; travel is required between various city sites. Subject to frequent interruptions and to sitting for long periods of time. Work requires considerable attention to detail.

PHYSICAL REQUIREMENTS

Reaching, standing, walking, fingering, grasping, feeling, talking, hearing, seeing, repetitive motions. Specific vision abilities required for this position include close vision and the ability to adjust focus.

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work, and the worker sits most of the time, the job is rated for Light Work.

ADA CONSIDERATIONS

The City is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities, and encourages both prospective and current employees to discuss potential accommodations with the employer.