

JOB TITLE: Payroll and Accounting Specialist/ Budget Coordinator

FIN/10

DEPARTMENT: Finance, City of Jonesboro

JOB SUMMARY: This position is responsible for preparing, processing and maintaining payroll and insurance records for the city. The Budget Specialist works under general supervision and is responsible for assisting in the preparation, implementation and maintenance of a program or division budget. Assists in the preparation and analysis of budgetary data as requested.

MAJOR DUTIES:

- Prepares and processes the city payroll: assembles payroll data, enters data to the computer, records and processes payroll deductions, prints payroll checks, and prepares paychecks for distribution to employees.
- Prepares various monthly, quarterly and annual reports using payroll for submission to state and federal authorities; files returns.
- Balances general ledger with monthly bank statements.
- Answers questions related to the payroll system for employees, including inquiries about tax deductions and pay rates.
- Codes and enters deposits to computer; prepares bank deposits; enters deposits in general fund book.
- Maintains records of payroll deductions including child support, garnishments, and bankruptcies.
- Prepares annual W2 forms.
- Balances three group insurance billings on monthly basis; maintains records of retirees who have kept insurance and ensures that retirees pay monthly premiums.
- Processes and prepares payment for Police and Fire Retirement monthly billings; updates all salaries and contributions; prepares checks for City Matching and posts to budget records.
- Assists Accounts Payable Technician by entering bills into computer for payment.
- Maintains checkbook for Advertising and Promotion Fund and posts checks manually as bills are paid.
- Keeps records for non-uniform pension and updates salaries, new hires, and terminations for insurance company.

- Compiles figures for reimbursement of Police Grants money.
- Prepares quarterly billing to Drug Task Force for reimbursement of overtime for City policemen.
- Prepares and submits electronic tax deposits for Federal and State taxes.
- Performs such general office duties as answering the phone, assisting customers, preparing copies of records, and typing materials.
- Reviews computer generated reports to ensure accuracy and completeness, correct and/or revise data, and notify others of discrepancies as necessary.
- Prepares and maintains budget status reports.
- Assembles data, prepares reports and correspondence, and maintains a variety of records and files.
- Provides administrative support to management and budget staff.
- Assists in the design, development, preparation, and administration of annual and special budgets.
- Reviews, researches, analyze and prepare routine documents.
- Performs a variety of record keeping tasks including those related to division personnel, payroll, purchasing and budget.
- Reviews budget requests from department to determine completeness, accuracy, compliance with current regulations, and problem areas.
- Meets with department directors and/or fiscal personnel to obtain additional information, discuss budgetary needs, and to provide advice on budgetary procedural problems.
- Performs other related duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION:

- Knowledge of budgeting principles and practices.
- Knowledge of accounting principles and practices.

- Knowledge of bookkeeping principles and practices.
- Ability to communicate orally and in writing.
- Ability to compile reports and data for management.
- Ability to organize and prioritize tasks to adhere to established timeframes.

SUPERVISORY CONTROLS: The Finance Director assigns work in terms of general instructions. Completed work is spot-checked for compliance with procedures, accuracy and the nature and propriety of the final results.

GUIDELINES: Guidelines include city ordinances, state and federal laws governing payroll functions, and department policies and procedures. These guidelines are generally clear and specific, but require some interpretation in application.

COMPLEXITY: The work consists of varied accounting, payroll and budgeting duties. The numerous guidelines, law, regulations and tax procedures to be followed contribute to the complexity of the work.

SCOPE AND EFFECT: The purpose of this position is to prepare and maintain payroll, accounting and budgeting records and reports for city. Successful performance helps ensure the accuracy and efficiency of city payroll, accounting and budgeting processes.

PERSONAL CONTACTS: Contacts are typically with co-workers, department heads, other city employees, state and federal agency representatives, and the general public.

PURPOSE OF CONTACTS: Contacts are typically to give and exchange information, resolve problems, and negotiate and investigate claims.

PHYSICAL DEMANDS: The work is typically performed while sitting at a desk or table and intermittently standing or stooping. The employee must occasionally lift light objects.

WORK ENVIRONMENT: The work is typically performed in an office.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY: None.

MINIMUM REQUIREMENTS:

- o Ability to read, write and perform mathematical calculations at a level commonly associated with the completion of high school or equivalent.

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- o Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with the completion of an apprenticeship/internship or having had a similar position for one to two years.