

COLUMBIA COUNTY, OREGON  
JOB DESCRIPTION: **ACCOUNTING AND PAYROLL ADMINISTRATOR**  
DATE: 02/05/2015

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EXEMPT (Y/N):	Yes	JOB CODE:	CSC
DEPARTMENT:	Finance	CLASSIFICATION:	038
SUPERVISOR:	Finance Director	SALARY RANGE:	E 03
UNION (Y/N):	No	LOCAL:	NA

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**GENERAL STATEMENT OF DUTIES:** Perform a variety of fund accounting and fiscal management duties, including overseeing accurate and timely monthly close process and playing a significant role in the budget and annual close/audit processes. Perform project management, analyst and compliance duties with regard to payroll and benefits including payroll tax and related payroll filings. Do related work as required.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

Assure an accurate and timely monthly close including bank, balance sheet (assets and liabilities), fund account (income and expense) and subsidiary to general ledger reconciliations. Prepare monthly journal entries, interest and other distributions. Oversee preparation and distribution of monthly financial package to elected officials and managers.

Fully participate in the budget preparation process particularly with regard to providing data and scenario alternatives for staffing costs. Monitor fund accounts throughout the year to spot needed supplemental budgets; prepare and distribute quarterly budget package for the Board of Commissioners and other elected officials and managers.

With regard to annual close and audit, produce fund and GL account reconciliations and schedules; prepare inputs for the MD&A; enter audit adjustments; proof assigned sections of auditor-produced document; assist in implementation of GASB 54 and other relevant GASB rules; file completed financial statements/audit with required agencies and bodies, etc.

Assure a smooth, timely and transparent payroll process (EOM and mid-month draw), prioritizing verification of data changes, payroll calculations, labor contract compliance and creating/maintaining systematic and efficient data entry and paper flow norms. Prepare payroll checks and monthly and mid-month draw web-based payments: ACH, fed/state tax, benefits, DHR.

Prepare final pay checks in a timely manner and carry out associated processes as needed in the separation process.

Oversee fiscal administration of benefits including reconciliation and coding of all benefits bills. Prepare PERS data uploads and monthly, quarterly and annual

reconciliations. Become administrative expert in PERS. Troubleshoot data or billing requests from benefits vendors.

Prepare and, with Director approval, file monthly, quarterly and annual reports for federal, state and other taxes (including W-2s), unemployment and workers' compensation reports.

Respond to employee requests, questions and concerns regarding payroll in a timely manner and with a constructive customer service approach.

Provide salary data as needed for grant or state/federal agency reporting requirements.

Create financial and payroll reports using accounting, spreadsheet and other system outputs in order to provide more meaningful information to managers and more systematic, efficient workflows within the Finance Department.

For assigned internal controls areas, assure that County has documented controls and that staff is working in a manner consistent with those policies.

Create and maintain process documentation for all County processes conducted on routine basis in accordance with Continuity of Operations Planning (COOP) standards.

Attend meetings and conferences as required.

Follow all safety rules and procedures established for work areas. Comply with all County policies and procedures.

**SUPERVISORY RESPONSIBILITIES:** Supervision of employees is not normally a responsibility assigned to this position, however coordination of schedules and duties from a project management perspective with co-workers within the Finance Department is required.

**SUPERVISION RECEIVED:** Work under the general supervision of the Finance Director who provides policy and administrative direction and reviews performance.

**QUALIFICATIONS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE:** Bachelor's degree in the field of accounting or related area plus five years of progressively responsible experience in payroll and accounting or an Associate's degree in the field of accounting or related area plus ten years of progressively responsible experience in payroll and accounting. Any satisfactory combination of experience and training which demonstrates the ability to perform the above duties may be accepted.

**KNOWLEDGE, SKILL AND ABILITY:** Knowledge of accounting principles for governmental entities, methods and procedures and ability to apply such knowledge to a variety of fund accounting transactions required. Demonstrated ability to prepare complex accounting reports and analyses utilizing a variety of accounting or spreadsheet software is required. Ability to correlate and evaluate a large volume of complex written and numerical data required.

Ability to maintain effective working relationships with fellow employees, supervisors, other agencies, County officials and the general public and ability to act in such a manner as to maintain the confidentiality of the personnel records and issues and other matters which may be encountered is required.

Knowledge of PERS and alternative payroll sourcing (in house and outside vendor) is desired. Ability to effectively train other employees in process norms or software routines is desired.

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Minimal, involving the movement of files, books, equipments, etc. seldom exceeding 20 pounds.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

General office environment.