



Lake Whatcom Water & Sewer District Job Description

Job Title: Accounts Payable/Payroll
Technician

FLSA Status: Non-Exempt

Reports To: Finance Manager

Revision Date: May 25, 2011

POSITION PURPOSE:

Responsible for performing a variety of administrative and technical accounting duties, including accounts payable, purchasing, payroll and personnel records management.

REPORTING RELATIONSHIPS:

Reports to the Finance Manager and does not supervise others.

ESSENTIAL DUTIES AND RESPONSIBILITIES include but are not limited to the following:

- Ensures purchases are in compliance with District policy and State statutes; assigns purchase order numbers; provides purchasing assistance to District staff as required;
- Verifies accuracy of invoices received by the District prior to entering them into the automated system; prepares vouchers for approval; prepares and distributes appropriate tax forms and related reports;
- Prepares District payroll; verifies timecards and prepares journal entries to record payroll data in the general ledger;
- Prepares quarterly and year-end payroll reports, payroll tax deposits, summary reports and W-2 forms according to state and federal regulations;
- Maintains personnel files including vacation and sick leave accrual and usage; assists employees in enrolling, changing, or dropping benefit coverage;
- Researches payroll related policies and procedures;
- Provides customer service on the telephone or at the front counter; evaluates, resolves and/or directs customer concerns to appropriate staff member;
- Performs other related duties as required or assigned.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Generally accepted accounting principles and procedures;
- Computers and applicable software applications;
- Journal entries, analysis and reconciliation;
- Payroll and benefits compliance tax regulations and reporting requirements;
- Records management procedures and requirements;
- Customer service techniques and telephone etiquette;
- Grammar, spelling and punctuation;
- Filing and file maintenance techniques;
- Basic office procedures.

Skill In:

- Reviewing, verifying, and accurately processing payroll records and information;
- Performing a variety of mathematical computations accurately;
- Analyzing and resolving discrepancies utilizing strong problem-solving skills.
- Utilizing computers and applicable software;
- Operating standard office equipment such as personal computers, printers, fax machines and copiers;
- Establishing and maintaining cooperative and effective working relationships;
- Communicating effectively verbally and in writing with staff, co-workers, supervisors and the general public;
- Preparing clear and concise written letters, memos and reports;
- Maintaining confidentiality;
- Working under tight deadlines and schedules.

Experience and Education:

Any equivalent combination of education and experience which provides the applicant with the knowledge, skills and abilities required to perform the job. A typical way to obtain the necessary knowledge and abilities would be:

Experience: Four years progressively responsible experience in purchasing, performing accounts payable, payroll or other accounting responsibilities.

Education: High School Diploma or GED. Completion of one year of college level coursework in accounting or related vocational training preferred.

Licenses and Certifications:

- Valid State of Washington Driver's License.

WORK ENVIRONMENT:

Duties are performed primarily in an office environment with sitting for long periods of time, utilizing standard office equipment and a personal computer. The noise level in the work environment is usually moderately quiet. May be required to deal with upset customers.

PHYSICAL REQUIREMENTS:

This classification typically requires stooping, kneeling, walking, pulling, lifting, finger dexterity, grasping, talking, hearing, seeing, and repetitive motions.

Light Work: Frequently lifting, carrying, pushing or pulling up to 10 pounds and/or occasionally lifting, carrying, pushing or pulling up to 20 pounds. Frequent walking, standing or sitting most of the time and using arms or legs to push/pull.

This job description does not constitute an employment agreement and may be changed or amended at any time to meet the needs of the District.

Approved: May 25, 2011

Patrick Sorensen, General Manager