

Olympic Area Agency on Aging (O3A)
Job Description
Payroll Accountant

Salary Range: 28

Last Update: 11/22/23

Reports To: Chief Financial Officer (CFO)

FLSA Status: Non-Exempt

Position Mission Statement: This position performs a variety of routine, complex, and diverse payroll, accounting, audit, and record-keeping duties including full charge responsibility for payroll. Processes payroll with correct wages, benefits, taxes and deductions from electronic web-based payroll and timecard system. Works independently, using sound judgement when following accounting standards, payroll tax laws and agency policies and procedures (O3A & ALTSA). Understands the cross-functional areas and workflows of HR and Finance. Performs reconciliations and creates journal entries. designs processes to enter and reconcile financial data to ensure the data integrity of financial information and efficiency of accounting processes. May perform on-site and remote fiscal assessments and monitoring at subcontractor locations throughout region. Assists with budget preparation, year-end closing, audit preparation.

Critical Duties, Responsibilities, and Standards of Performance:

1. Prepares semi-monthly payroll and payroll related taxes and benefits reports.

Standard of Performance

- Payroll, including payroll taxes and other related monthly payments (i.e., PERS), is processed on schedule with careful attention to detail.
- All monthly payroll and benefit reports are completed timely.
- All employee deductions and employer benefits are set up correctly in payroll system.
- All Quarterly and Annual Payroll related taxes and reports are completed accurately and timely including L&I, Employment Security, WA CARES, PFML, ACA, and IRS.
- Ensures all employee's salaries and benefits are posted to the general ledger accurately and timely using grant cost allocation processing software.
- Annual W-2's are processed correctly and timely to employees and submitted.
- Reconciles monthly benefit invoices to payroll deduction registers and the General Ledger
- Remains current with all payroll/benefit federal and state laws and procedures and incorporates those into the payroll and timecard system.
- Maintains current and is a source of information for internal payroll, timekeeping and benefit policies.
- Prepares and enters general ledger journal entries as necessary.
- Is responsible for courteous and professional communication and contact with all personnel and vendors regarding payroll matters.

2. Records accounts receivable invoices and receipts into computerized accounting system. Researches unpaid accounts receivable invoices, determines planned action to resolve unpaid invoices, discusses plan with Senior Accountant, and makes plan to resolve.

Standard of Performance

- Accounts receivables are entered and reconciled monthly, with all outstanding issues addressed for resolution.

3. Is responsible for assigned fiscal assessments of subcontractors, including tracking fiscal

assessment risk, monitoring, and documenting compliance with state and federal grant fiscal requirements.

Standard of Performance

- Subcontractor assessments are conducted timely with complete documentation according to ALTSA requirements and generally accepted accounting standards as directed by the CFO and Contract Manager.
4. Reconciles assigned Balance Sheet accounts. Works with Senior Accountant to determine necessary action. Prepares and enters journal entries as necessary for accurate general ledger balances.

Standard of Performance

- Assigned accounts are completed timely.
 - All discrepancies are properly identified with auditable backup.
5. Assists in the development of the annual Payroll Budgets and updates as needed.

Standard of Performance

- Works with the CFO, HR Manager and Senior Accountant to ensure that all budgets are completed on schedule.
6. Assists with the annual audits and monitoring. Prepares supporting audit documentation as requested consistent with GASB and ALTSA standards.

Standard of Performance

- Works with the CFO to ensure the agency's annual SAO audit and ALSTA monitoring is prepared and submitted as required.
 - Ensures all supporting audit documentation is properly organized and available for auditor inspection.
7. Provides backup to other fiscal staff in completing their assigned tasks. This includes but is not limited to:
- Checks vendor invoices for accuracy. Prepares accounts payable vouchers with appropriate coding and vendor information. Prepares voucher listings.
 - Prepares grant billing invoices including appropriate supporting detail.

Standard of Performance

- Assigned tasks for the fiscal department are accurately completed on schedule.

8. Files Payroll, Accounts Receivable, Payroll Taxes, audit and monitoring source documents as requested. Responsible for complete and organized files.

Standard of Performance

- The complex documentation and file maintenance needs of the fiscal department are maintained in an efficient and consistent manner.
9. Documents procedures and tasks.

Standard of Performance

- All procedures and task lists are kept up to date and tested for usability.

Essential Qualifications:

- Associate Degree in Accounting or related field **AND** three years of full charge bookkeeping/accounting/payroll experience preferred; **OR** an equivalent combination of education and experience which provides the skills, knowledge, and ability to perform the work. APA certification preferred.

Experience with computerized payroll system including electronic timesheets preferred. ADP experience preferred. Proficiency with Microsoft Windows, Excel, Word, and computerized accounting and payroll systems required.

Experience in grants accounting preferred.

Knowledge of accounting principles, preferably with non-profit or a public agency in WA preferred.

Demonstrated analytical skills and ability to work accurately with numbers.

Demonstrated organizational and attention to detail skills.

Knowledge of and ability to research pertinent laws, rules, and regulations including public agency record keeping, payroll, payroll taxes and employee benefits. Ability to interpret and apply appropriate laws, policies, and procedures specific to the job functions.

Ability to learn in a changing environment (active learner).

Ability to maintain an effective working relationship with co-workers, other members of government service, community agencies, applicable community businesses, and the general public using tact and sound judgment.

Ability to communicate effectively both orally and in writing.

Ability to understand and follow oral and written instructions.

Ability to apply sound decisions understanding the effect on other staff activities.

Ability to work effectively both independently and as a member of a team, including training and coaching others.

Ability to analyze situations accurately and recommend effective courses of action.

Ability to prioritize work using effective time management and organizational skills.

Ability to efficiently work under the frequent pressure of deadlines to complete accurate and timely projects, plans, and assignments.

Ability to maintain confidentiality.

Equipment and Software Requirements:

Experience with PC-based word processing, spreadsheet and data base applications. Ability to utilize other PC-based computer programs and systems that may be specific to particular positions or duties. Knowledge of Microsoft Word, EXCEL, and Outlook Email programs.

Essential Requirements of this Position:

Valid/Current Washington State Driver's License.

Current Automobile Insurance.

Ability to pass background checks.

Ability to read, speak, write and comprehend the English language.

Ability to drive independently between O3A office locations and various meetings off site.

Regular attendance is required to perform essential functions of job.

Other Duties As Assigned:

The statements contained herein reflect general details to describe the principal functions of this position, the level of knowledge and skill typically required, and the scope of responsibility. This job description should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas, to cover absences or relief, to equalize peak work periods or otherwise to balance the workload.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Working Environment and Physical Requirements:

This position requires an ability to perform office functions in a normal office environment. Work involves sitting and working in front of a computer terminal for extended periods of time. While performing the duties of this job, the employee is frequently required to stand and walk, use hands and fingers to handle, feel or operate objects, tools or controls, reach with hands and arms, talk and hear both in person and over the telephone. The employee is occasionally required to sit, climb or balance, stoop, kneel, crouch or crawl. The employee must lift and/or move up to 25 pounds occasionally, and/or up to 10 pounds frequently, and/or a negligible amount of force constantly to move objects. Specific vision abilities required by this job include close vision and the ability to adjust focus.

Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions of this position.

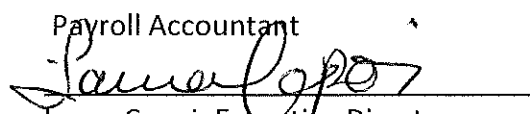
O3A is an equal opportunity employer and does not discriminate in employment decisions or policies in violation of law on the basis of race, color, national origin, creed, religion, sex, age, marital status, physical or mental disability, sexual orientation, or status as a Vietnam-era or special disabled veteran. This policy applies to all terms and condition of employment, including hiring, placement, promotion, termination, reduction in force, recall, transfer, leaves of absence, compensation, and training.

OLYMPIC AREA AGENCY ON AGING JOB DESCRIPTION APPROVAL:

Effective Date: 11/22/2023

Title of Job Description: Payroll Accountant

Approved by:


Laura Cepoi, Executive Director
Date: 11/22/23