

CITY of AZTEC JOB DESCRIPTION

Job Title:	Payroll Specialist/Accounting Tech II
Department:	Finance
Shift:	Regular 40 hours per week (Mon-Thurs 4-10 workweek); occasional overtime hours may be required
Pay Plan:	Level 14 \$23.63/HR
Exempt:	No
Reports To:	Finance Director
General Direction From:	Finance Director
Position Closes:	Open Until Filled

PURPOSE & NATURE OF JOB

The City of Aztec's mission is to enhance the quality of life of its citizens, to promote economic opportunities, and to carry out the responsibility to protect and improve the assets of the city.

This position performs a variety of routine and complex financial and payroll duties. This position has a high level of routine contact with all city departments and vendors and must be able to maintain professional and cooperative work relationships with all. Regular, timely, accurate and efficient handling of all records is a high priority for this position. Ability to comprehend and accurately apply generally accepted accounting principles, applicable state law and city policies to all tasks is required.

ESSENTIAL DUTIES

- Responsible for bi-weekly processing of payroll.
- Responsible for monthly processing of volunteer fire department payroll.
- Responsible for the electronic storage and archival of all payroll documents. Must be thoroughly knowledgeable and able to apply the City Personnel Policy, administrative regulations, state and federal laws as they pertain to payroll.
- Responsible for the creation, customization, and maintenance of the payroll calendar.
- Responsible for reconciling and processing monthly life and health care insurance invoices.
- Responsible for reconciling and processing bi-weekly PERA payment.
- Assist with annual Payroll Budget preparation.
- Responsible for processing and reporting Unemployment, Worker's Compensation and Child Support garnishments and payments.
- Responsible for the filing of monthly, quarterly, and annual payroll tax reports.
- Assist with annual audit requirements relating to payroll.
- Responsible for year-end payroll process and issuance of W2's.

- Responsible for entering leave benefits such as vacation, sick, holiday etc. time for employees.
- Responsible for reporting monthly to BLS (Bureau Labor Statistics).
- Position will be expected to advise and participate in policy and administrative regulations updates and/or creation as necessary or directed.
- Position will participate in weekly finance staff meetings, may be required to assist or develop in-house safety training for finance department staff; will perform safety inspections within finance department on rotating schedule; and may be requested to collaborate or prepare monthly finance department report and/or annual report.
- The position will be responsible for maintenance of Payroll General Ledger accounts.
- Will provide Record Retention duties for the Finance Department including electronic storage, scanning, destruction and archival of all Finance Department documents. Must be thoroughly knowledgeable and able to apply the City Personnel Policy, administrative regulations, state and federal laws as they pertain to documents retention and storage.
- Other duties as assigned.

RESPONSIBILITIES	
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Supervision:	N/A
Public Contact:	Contact with people and/or managers regarding routine administrative or technical matters
Budget:	N/A
Other:	<ul style="list-style-type: none"> • Ability to keep accurate records and compile accurate information from records. • Ability to understand and retain knowledge of New Mexico Per Diem Regulations, New Mexico Gross Receipts and Compensating Tax Regulations and New Mexico Records Retention Requirements and related city policies and apply to the functions of the Finance Department. • Ability to operate a variety of office machines including proficiency with 10-key calculator and data entry. • Ability to operate windows compatible PC and a variety of desktop office productivity applications to compile reports, documents and store data. • Ability to apply concepts of basic algebra. • Ability to solve practical problems and deal with a variety of concrete variables. • Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form. • Ability to maintain positive effective relationships with all co-workers and City department heads. • Ability to communicate effectively orally and in writing. • Ability to understand, follow, and transmit written and oral instructions. • Ability to work with confidential information/documentation. • Ability to work under stress and stressful situations. • Ability to meet deadlines.

GENERAL INFORMATION

The duties/responsibilities listed are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, or a logical assignment to the position.

MINIMUM JOB QUALIFICATIONS / REQUIREMENTS

- Must be able to pass pre-employment physical and drug screen.
- Must have a valid driver's license.
- May be subject to random drug/alcohol testing as per city policy.

Education:	High School diploma or G.E.D. equivalent Associate of Arts degree in accounting, business or related field from two-year college or technical school <u>and</u>
Experience:	One year experience in payroll processing with operation of microcomputer spreadsheet and word processing functions; <u>OR</u> equivalent combination of education and experience.
Knowledge:	Thorough knowledge and understanding of payroll processing. Good knowledge of automated accounting functions; demonstrated ability to operate windows compatible PC and a variety of desktop office productivity applications to compile reports, documents and store data
Certificates/Licenses:	N/A
Recertification:	N/A
Use of Tools and/or Equipment:	10-Key Adding Machine, Postage Meter, Computer, Copier, Computer Printer, Telephone, Fax Machine.

WORK ENVIRONMENT

Physical Demands:	Effort is minimal and involves light lifting of tools, objects and working materials. May involve light pushing, pulling, reaching, bending. The employee is frequently required to sit and talk or hear. Occasionally standing for short periods of time. The employee must occasionally lift and/or move up to 50 pounds.
Hazards:	Minimum hazardous working conditions. Minor threat to health and/or safety. Traveling in an automobile may be a regular part of the job.
Exposures:	Generally adequate working conditions with minimum environmental conditions to assure comfort.