

CITY OF LAKE FOREST PARK JOB DESCRIPTION

Title: Finance Specialist – Payroll/Accounting
Reports to: Accounting Supervisor
FLSA Class: Non-Exempt

Department: Finance
Position Type: Full-Time
Effective Date: January 2023

Position Purpose

As a member of the Finance Department, the Finance Specialist performs a full range of payroll and accounting related functions, including finance/Municipal Court related reconciliations and reporting, confidential administrative support, payroll processing and personnel/benefit plan transactions supporting Human Resources (HR) functions, and assists in the organization and operation of the City's financial policies and procedures.

Duties require considerable attention to detail, flexibility, and ability to meet rigid deadlines. Responsibilities have a significant impact on the department's operations, budget, accounting, record keeping, legal filings and customer satisfaction.

Essential Functions:

I. Payroll Administration

- Process and submit semi-monthly payroll for the City. Payroll duties include administering direct deposit process, wage garnishments, implementation of payroll changes, completion and submittal of payroll reports and payments for IRS taxes, and processing benefit and personnel transactions.
- Process all accounts payable and accounts receivable; receive and process cash payments and prepare bank deposits; generate invoices and monitors collections; review transactions for accuracy and processes for payment. Maintain accurate filing systems, matching purchase orders and invoices; assures authorized signatures are obtained.
- Prepare monthly, quarterly, and annual payroll reports, tax reports, and other financial statements in accordance with State guidelines and City policy including coordinating and processing staff year-end information to balance with Federal, State and local tax filings and IRS specifications; working with the Finance Director to submit the Annual Financial Report as required by the Washington State Auditor's Office.
- Work with outside service vendors that are integral components of the City's financial processes. Includes preparing, submitting, receiving and distributing warrants and interfund transfers issued; vendor maintenance, W-9 maintenance, account reconciliation, credit card and petty cash reconciliation.
- Provide support for the City's annual budget. Includes developing worksheets and forms; providing technical assistance to staff; monitoring and reviewing of revenues and expenses; assist in the assembly of budget documents and reports.
- Participate with the biennial audit by the State Auditor's Office. Includes preparing and reviewing documentation requested by the auditor, investigating entries/questions auditor may have, and scheduling meetings.
- Maintain the City's attendance program pertaining to payroll, overtime, vacation/holiday/comp and sick leave, and creating and presenting reports on this activity.
- Assists and collaborates with HR regarding benefit plan information, L&I and leave administration, and other related information requests.
- Maintain payroll, accounts payable, accounts receivable and other financial records; assists Records Officer in archiving financial records as needed according to the records retention schedule and maintaining compliance and accuracy in all record retention procedures.

- Provide customer service within area of assignment to employees and managers.
- Identifies opportunities to improve the City's financial and payroll procedures and assigned work tasks. Brings identified issues and matters that pertain to the City's fiscal activities to the Accounting Supervisor and/or Court Administrator.

II. Municipal Court Accounting

- Assist in responding to the Washington State Auditor for requested audit records pertaining to payroll or the Municipal Court Department with the assistance of the Court Administrator during an annual audit.
- Post all Municipal Court transactions appropriately, reconcile and balance on a daily, monthly, quarterly, and annual basis in the software system and bank statements.
- Assist the Municipal Court in developing improved accounting and financial management procedures to comply with best practices for the Municipal Court's Department for the City.
- Prepare accounts payable for the Municipal Court Department
- Assist the Court Administrator to prepare the biennial budget for the Municipal Court Department
- Assist the Court Administrator in preparing the annual State of the Court financials.

The job duties and responsibilities in this job description in no way imply that these are the only duties to be performed. The employee occupying this position may be required to follow any other job-related instructions and perform any other job-related duties requested by his or her supervisor.

Supervisory Responsibilities

This position has no supervisory responsibilities.

Education and Experience

Required:

Two (2) years of college level course work in accounting, finance, or related field AND at least three (3) years of financial or accounting experience involving the use of automated payroll systems and bookkeeping principles OR equivalent education/experience.

Preferred:

- Bachelors degree in Accounting, Finance or related field;
- Working knowledge in accounting and payroll programs similar to those used by the City (Springbrook, JIS for Municipal Court);
- Experience providing administrative support to HR.

Knowledge, Skills, Abilities

Knowledge of:

- Principles and practices of financial management, accounting, cash basis accounting and payroll administration;
- Proficient in accounting and payroll programs used by the City (Springbrook, JIS);
- Pertinent Federal, State and local codes, laws, and regulations;
- Proficient knowledge of computers and applicable computer software applications, including specific knowledge of Microsoft Word, Excel, Access, and Adobe;
- Working knowledge of modern administrative office procedures, methods and equipment;
- Business letter writing and basic report preparation with proficient spelling and grammatical skills; certain duties require considerable creativity.

Skill in:

- Proficient skill and ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals, and to compute percentage rates and other calculations as applied to basic payroll and accounting functions;
- Strong organizational, problem-solving and interpersonal skills;
- Strong attention to detail, working in a busy and sometimes stressful environment and changing priorities;
- Using initiative and independent judgment within established guidelines.

Ability to:

- Work independently with a high degree of reliability, accuracy, and productivity;
- Maintain and establish effective and cooperative working relationships with City employees, public and public officials and to work effectively in a team environment;
- Maintain current working knowledge of relevant accounting regulations, payroll/accounting software and record keeping requirements.
- Conduct oneself in a professional manner as defined by City policy;
- Maintain confidentiality;
- Respond timely to customer inquiries, complaints, concerns and needs and provide excellent customer service;
- Prioritize multiple projects; anticipate needs, and work effectively within deadlines;
- Understand, interpret and apply documents such as operating instructions, applicable policies, procedures, safety rules and governmental regulations;
- Adapt to changes in the work environment and to shifts in organizational philosophy and expectations;
- Perform research, organize and present findings;
- Communicate in English clearly, concisely, and effectively, both orally and in writing;
- Identify personal opportunities for growth and learning; ability to assume responsibility for continuous professional knowledge and skills.

Working Conditions / Physical Requirements

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

The position works in a standard office environment with moderate noise levels.