# Accounting Technician – Payroll/Payables

**REPORTS TO:** Director of Finance

**SUPERVISES:** No one

**JOB OBJECTIVES**: Perform accounting duties, including but not limited to, all payroll functions; accounts payable; audit clients' personal financial accounts; maintenance of accounting systems.

**STATUS:** Non-Exempt - refer to personnel policies for detailed explanation.

**ESSENTIAL JOB FUNCTIONS:**

- Perform all necessary Payroll functions for staff and clients, including but not limited to: verify and make necessary changes to staff timecards, process staff timecards in Paylocity Webtime, create staff payroll file and import into Paylocity Webpay, make necessary changes or adjustments to staff/client payroll in Paylocity, process staff/client payroll,
- Prepare payroll month end reports, including scheduled hours, overtime, wage rates,
- Prepare wage information reports, tax reports, etc;
- Perform all Accounts Payable functions, including but not limited to: Financial Edge processes – input receipts for the agency and maintenance into WebPortal; assign purchase order numbers, input purchase orders, transfer purchase orders to invoices, input invoices, input autopay invoices as bank transfers; transfer invoices for payment, assign check numbers, process invoices for payment, produce checks, post checks, and maintain vendors' records; attach all invoices to checks for signatures, prepare checks and invoices to be mailed and distributed to staff;
- Prepare Accounts Payable month end reports;
- Distribute client pay stubs bi-weekly;
- Audit clients' personal financial accounts
- Provide requested information to financial, group home and state auditors;
- Maintain agency Fiscal Dept. files, records and equipment in an orderly manner;
- Provide assistance to the supervisor as requested;
- Communicate, verbally and in writing, with supervisor, co-workers, clients, board,
- vendors, general public, state departments and other agencies;
- Attend/participate in meetings, in-services and other job-related training as required;
- Serve as client advocate to ensure clients' civil and human rights are protected;
- Report all cases of suspected abuse, neglect, exploitation, discrimination, or harassment immediately.
- Follow JRDS Client Information Privacy & Security policies and procedures;
- Follow JRDS Personnel Policies & Procedures;
- Other duties as assigned by supervisor;

**CRITICAL SKILLS/KNOWLEDGE/ABILITIES:**

- Thorough knowledge of agency policies, procedures and guidelines;
- Ability to effectively communicate verbally and in writing;
- Ability to develop and maintain effective, cooperative and productive work relationships;
- Knowledge of basic bookkeeping/accounting practices and theories;
- Ability to operate a computer system and learn software programs relevant to performing job duties, including but not limited to, Microsoft Office and Google;
- Ability to write, complete and maintain required documentation and files;
- Ability to effectively prioritize work, organize work and follow-through;
- Ability to perform data entry accurately;
- Ability to follow specific guidelines and instructions and make practical application of policies and procedures to assigned tasks;
- Ability to anticipate problems and initiate corrective action

**JOB STANDARDS:** Prefer Associate's degree in Business or Accounting and minimum three years' experience in related field. May substitute formal education for equivalent experience. Prefer minimum three years' experience with automated bookkeeping/accounting systems. Excellent work references required.

**EQUIPMENT:** Ability to operate office equipment, including telephone, copier, computer/ printer, calculator, fax, and other program equipment, as job requires.

**RESPONSIBILITY:** Work is assigned by supervisor and may consist of detailed instructions to achieve agency goals. Judgement should be used in planning, organizing, and establishing work priorities. When guidelines do not exist, employee must use good judgement in selecting and adapting methods or procedures to fit unusual or complex situation, and the supervisor may be consulted on new or unique tasks. Essential job functions (expectations) are subject to change per state regulations and/or client or program needs.

**HEALTH AND SAFETY:** Employee is to assure health and safety of self and others by following all applicable agency policies, laws and regulations. The following policies apply: posted health and safety policies, Emergency Action Plan\; however, this list is not all inclusive and may be changed as required. All staff are evaluated on health and safety, and will be disciplined for violating policies. Employee is to participate in required training, which may include appropriate agency drills (i.e. fire, tornado, evacuation, etc.).

**PERSONAL RELATIONSHIPS:** Perform duties alone and with others and interacts with supervisor, coworkers, clients, client's families, board of directors, vendors and the general public in a cooperative effort to achieve objectives and answering questions.

**PHYSICAL EFFORT:** Employee is required to perform duties while sitting, standing, walking, bending and lifting; must possess good vision, hearing, communication skills, (both speaking orally and ability to write), color and peripheral perception; performs repetitive motions requiring manual dexterity; may encounter eye or neck/back strain. Employee must be able to verbally communicate/speak clearly to perform duties.

**WORKING ENVIRONMENT:** Work is performed in modern office environment.

**WORKING ATTIRE:** Casual business dress, appropriate to modern business office, may be worn and is to be clean and mended. Agency dress code should be followed per Personnel Policies and Procedures manual. Conventional business attire is to be worn when representing the agency with the clients, board of directors, or the public.

**Signatures below indicate review of the job description**

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|---|---|
| _____ | _____ |
| **Employee** | **Date** |
| _____ | _____ |
| **Supervisor** | **Date** |