



Career Service Authority

Payroll Accountant

Page 1 of 5

GENERAL STATEMENT OF CLASS DUTIES

Performs full-performance level, professional work preparing and completing all federal, state, and local payroll and unemployment insurance tax reporting; researching and resolving employee pay discrepancies; and reconciling various payroll and benefits to the general ledger.

DISTINGUISHING CHARACTERISTICS

Payroll Accountant is distinguished from the *Staff Accountant*, which performs entry-level, professional, governmental accounting work by analyzing and presenting operating and financial data through activities such as ledger maintenance, delinquent account collections, cost analysis, reconciliations, posting and inventory control. In addition, Payroll Accountant is distinguished from *Senior Accountant*, which performs full-performance level, professional, governmental accounting work by analyzing and presenting financial statements, statistical reports and budget documents. Finally, Payroll Accountant is distinguished from *Senior Tax Auditor*, which performs full-performance level auditing work applying generally accepted accounting principles and auditing standards in conducting financial and tax compliance audits of entities engaged in business in Denver.

Guidelines, Difficulty and Decision Making Level:

Guidelines are generally but not always clearly applicable, requiring the employee to exercise judgment in selecting the most pertinent guideline, interpret precedents, adapt standard practices to differing situations and recommend alternative actions in situations without precedent.

Duties assigned are generally complex and may be of substantial intricacy. Work assignment is performed within an established framework under general instructions but requires simultaneous coordination of assigned functions or projects in various stages of completion.

Employee is responsible for determining time, place and sequence of actions to be taken. Unusual problems or proposed deviations from guidelines, practices or precedents may be discussed with the supervisor before being initiated.

Level of Supervision Received and Quality Review:

Under general supervision, the employee receives assignments and is expected to carry them through to completion with substantial independence. Work is reviewed for adherence to instructions, accuracy, completeness and conformance to standard practice or precedent. Recurring work clearly covered by guidelines may or may not be reviewed.

Interpersonal Communications and Purpose:

Contacts with the public or employees where explanatory or interpretive information is exchanged, defended, gathered and discretion and judgment are required within the parameters of the job function.

Level of Supervision Exercised:

By position, performs lead work.

ESSENTIAL DUTIES

Prepares and completes all federal, state, and local payroll and unemployment insurance tax reporting, which includes completing amended tax returns when necessary. Ensures compliance with payment, reporting, or other tax requirements.

Compiles payroll data for various federal government reporting requirements.

Computes taxes owed or overpaid and researches payroll data to correct any errors.

Researches and resolves employee pay discrepancies and prepares all required paperwork for employee actions impacting payroll.

Reconciles payroll, wage garnishments, and mileage reimbursements to the general ledger.

Reconciles benefits to the general ledger. Works with vendors and other third parties to resolve process issues and errors.

Prepares billing for employee wages for DHHA, collects monies, and posts transactions to the general ledger.

Performs other related duties as assigned or requested.

Any one position may not include all of the duties listed. However, the allocation of positions will be determined by the amount of time spent in performing the essential duties listed above.

MINIMUM QUALIFICATIONS

Competencies, Knowledges & Skills:

Technical Competence – Through formal training, understands and appropriately applies procedures, requirements, regulations and policies related to specialized expertise; maintains credibility with others on technical matters.

Reading – Understands and interprets written material, including technical material rules, regulations, instructions, reports, charts, graphs, or tables; applies what is learned from written material to specific situations.

Integrity/Honesty – Contributes to maintaining the integrity of the organization; displays high standards of ethical conduct and understands the impact of violating these standards on an organization, self, and others; is trustworthy.

Writing – Recognizes or uses correct English grammar, punctuation, and spelling; communicates information in a succinct and organized manner; produces written information, which may include technical material, that is appropriate for the intended audience.

Oral Communication – Expresses information to individuals or groups effectively, taking into account the audience and nature of the information; makes clear and convincing oral presentations; listens to others, attends to nonverbal cues, and responds appropriately.

Decision Making – Makes sound, well-informed, and objective decisions; perceives the impact and implications of decisions; commits to action, even in uncertain situations, to accomplish organizational goals; causes change.

Reasoning – Identifies rules, principles, or relationships that explain facts, data, or other information; analyzes information and makes correct inferences or draws accurate conclusions.

Attention to Detail – Is thorough when performing work and conscientious about attending to detail.

Problem Solving – Identifies problems; determine accuracy and relevance of information; uses sound judgment to generate and evaluate alternatives, and to make recommendations.

Interpersonal Skills – Shows understanding, courtesy, tact, empathy, concern; develops and maintains relationships; may deal with people who are difficult, hostile, distressed; relates well to people from varied backgrounds & situations; is sensitive to individual differences.

Self-Management – Sets well-defined and realistic personal goals; displays a high level of initiative, effort, and commitment towards completing assignments in a timely manner; works with minimal supervision; is motivated to achieve; demonstrates responsible behavior.

Teamwork – Encourages and facilitates cooperation, pride, trust, and group identity; fosters commitment and team spirit; works with others to achieve goals.

Information Management – Identifies a need for and knows where or how to gather information; organizes and maintains information or information management systems.

Creative Thinking – Uses imagination to develop new insights into situations and applies innovative solutions to problems; designs new methods where established methods and procedures are inapplicable or are unavailable.

Mathematical Reasoning – Solve practical problems by choosing appropriately from a variety of mathematical and statistical techniques.

Knowledge of the principles and practices of accounting sufficient to be able to establish, maintain, understand and interpret various accounting systems, for general purposes to assist others.

Knowledge of generally accepted auditing standards and procedures for conducting financial and compliance, economy and efficiency, and program results audits.

Knowledge of economic and accounting principles and practices, tax law and practices, the financial markets, banking, and the analysis and reporting of financial data.

Knowledge of mathematics sufficient to be able to perform statistical computations and prepare reports.

Physical Demands:

Sitting: remaining in the normal seated position.
Lifting: raising or lowering an object from one level to another.
Reaching: extending the hand(s) and arm(s) in any direction.
Handling: seizing, holding, grasping, or otherwise working with hand(s).
Fingering: picking, pinching, or otherwise working with hand(s).
Talking: expressing or exchanging ideas by means of spoken words.
Hearing: perceiving the nature of sounds by the ear.
Repetitive motions: making frequent movements with a part of the body.
Eye/hand/foot coordination: performing work using two or more.

Working Environment:

Subject to many interruptions.
Pressure due to multiple calls and inquiries.

Education Requirement:

Bachelor Degree in Accounting or in Business Administration, including a minimum of 15 semester hours of accounting courses.

Experience Requirement:

Three years of professional accounting experience, including one year of experience with preparing and reporting payroll taxes.

Education/Experience Equivalency:

Additional appropriate education may be substituted for the minimum experience requirement.

Licensure and/or Certification:

By position, requires a valid driver's license.
By position, appropriate payroll and/or accounting certification required.

CLASS DETAIL

FLSA CODE: Exempt

ESTABLISHED DATE: 11/23/2008

ESTABLISHED BY: Melissa Palmer

REVISED DATE:

REVISED BY:

CLASS HISTORY This is a new classification.