

## **ROUTT COUNTY**

### **CLASSIFICATION: FINANCE TECHNICIAN, GENERAL LEDGER, PAYROLL, ACCOUNTS PAYABLE**

Created: September 2021

Department: Accounting

Family: Administrative

Approved By: County Manager

Pay Scale: Finance Technician

FLSA Status: Non-Exempt

Date: September 2021

#### **SUMMARY:**

Under general supervision, performs technical accounting, fiscal and/or payroll duties in the county finance department; reconciles and maintains general and subsidiary ledgers; reviews, records, and processes countywide receivables and payables; provides technical support for various audit processes; prepares and processes payroll for multiple departments; prepares routine financial reports, spreadsheets and statements; and performs other related duties as assigned.

#### **CLASS CHARACTERISTICS:**

An incumbent in this class performs technical financial duties in support of centralized maintenance of countywide financial systems and records. The incumbent works alone on a routine or regular work assignments and checks with a supervisor on non-routine assignments or when in doubt as to the correct procedures to follow. Duties require knowledge, interpretation, and application of administrative rules, policies, codes, laws, ordinances, and technical terminology associated with accounting and bookkeeping.

#### **SUPERVISION EXERCISED:**

An incumbent in this class does not directly or indirectly supervise the work of other employees but may serve as a lead worker with some responsibility for the work performed by a group of lower-level office support staff.

#### **JOB DUTIES:**

*The duties listed below represent the various types of work that may be performed. The omission of specific duties does not prevent the assignment of work that is appropriately related to this class.*

##### *General Ledger:*

- Thorough knowledge of how debits/credits are used to accurately complete reconciliations and make correcting journal entries.
- Prepares monthly reconciliation of subsidiary ledgers to the balance sheet for all funds.
- Prepares monthly journal entries to allocate, record and correct County-wide transactions.
- Prepares annual journal entries for all funds and include prepaid expenses/revenues, accrued payroll, compensated absences, property tax adjustments, and other subsidiary ledgers transactions.
- Reconciles bank statements and cash accounts.

##### *Receivables and Account Maintenance:*

- Prepares, reviews, and processes journal entries to allocate or record revenues and expenses to the County general ledger; verifies accuracy, completeness, and appropriate coding.
- Reconciles departmental and countywide subsidiary ledgers with the general ledger; reconciles cash accounts to both finance and treasurer general ledgers; inputs monthly cash receipts and updates revenue analysis spreadsheets; reconciles outstanding checks.
- Submits requests to the Treasurer's Office to transfer funds to/from various accounts as needed; provides information on correct revenue coding.
- Records revenues.
- Maintains the customer module and corrects invoice/customer entry errors for departments.
- Performs Account Receivable account reconciliations by reconciling the GL to the subsidiary ledger.

## **ROUTT COUNTY**

### **CLASSIFICATION: FINANCE TECHNICIAN, GENERAL LEDGER, PAYROLL, ACCOUNTS PAYABLE**

- Reviewing aging reports to determine accounts that are uncollectable.
- Provides training to departments.
- Provides back-up support to departments during personnel changes.
- May direct other department's office staff as to what and how corrections need to be made.

#### *Payables:*

- Reviews and processes payables for various countywide accounts.
- Reviews vouchers and Purchasing Card transactions for classification to the proper account and confirms appropriate authorization; records expenditures in the appropriate period and matches expenses to the supporting documentation submitted by all departments for processing.
- May direct other department's office staff as to what and how corrections need to be made.
- Administers the Purchasing Card program except for management of credit limits.
- The administrator for Vendor Self Service (online vendor portal to help vendors access payment information and other processes) to be implemented in 2020.
- Enters payable data into the county accounting system; investigates past due balances; reconciles voucher totals; presents payables to the County Manager for approval; responds to and resolves questions.
- Prepares and processes checks, EFT's and Purchasing Cards for distribution; prepares and uploads the files to the Treasurer's Office for verification of checks presented from the bank for payment; upload Purchasing Card file into the accounting system, mails checks according to payment schedules; prepares a Check Approval Sheet for signature approval of the County Manager, Board of County Commissioners and County Clerk.
- Creates the monthly Accounts Payable legal advertisement in the local paper.
- Reconciles all account payable transactions to the subsidiary ledgers and makes appropriate correcting journal entries.
- Establish and meet Accounts Payable due dates to timely pay vendors.
- Generates 1099 forms and mails to vendors; prepares and submits 1099 information to the federal government as required; obtains and maintains Internal Revenue Service W-9 forms for all 1099 vendors as required.
- Prepares vendor check history reports, vendor number reports, and other reports as required; prepares recurring periodic vouchers for designated departments.
- Maintains payable files and documentation.

#### *Audit Support:*

- Supports professional staff during the audit process as required; gathers and tabulates financial data; provides the auditors with documentation and technical expertise regarding County accounting processes.
- Prepares audit work papers for agency funds, inter-fund transfers, and due to/due from footnotes to financial statements.

#### *Payroll:*

- Processes payroll for a large (300+) group of employees, from all County departments; imports time entries into the county's payroll system; verifies entry accuracy and reviews for compliance with federal, state, and county policies.
- May direct other department's office staff as to what and how corrections need to be made.

## **ROUTT COUNTY**

### **CLASSIFICATION: FINANCE TECHNICIAN, GENERAL LEDGER, PAYROLL, ACCOUNTS PAYABLE**

- Works closely with Human Resources to process new hires, accurately compensate employees and meet time deadlines.
- Establish and meet payroll due dates to timely pay employees and payroll taxes.
- Provides payroll final proofs to the County Manager for approval and responds to questions.
- Calculates, balances, and prepares the bank file note for employee direct deposits.
- Communicates payroll funding needs and shares files with the Treasurer to ensure sufficient funding of accounts.
- Calculates, balances, and prepares electronic transfers of payroll taxes from the final payroll proof; sends payments to state and federal entities; releases payroll accounts payable vouchers for processing.
- Verifies that the Treasurer completes the employee direct deposit import to the bank.
- Prepares quarterly and annual Federal and State payroll reports, including W-2 reports, Employers' Quarterly Federal Tax Returns, Unemployment Insurance Tax Returns, and the 8027 Tips report; prepares the semi-annual and annual publications of compensation and benefits.
- Prepares compensation, overtime, compensatory time, and/or other reports for management.

#### *Other Financial and General Support:*

- Provides technical assistance in preparing departmental and countywide budgets.
- Prepares and provides accounting and/or payroll data reports to departments as authorized.
- Serves as a technical administrator for various modules of the county accounting system; assists with the implementation of software updates; assists county staff regarding the use of the software and provides formal or informal training as needed.
- Provides payroll, accounts payable, and accounts receivable training and back-up to county departments.
- Attends meetings and training; serves on committees, teams, and task forces as assigned; performs and/or participates on special projects.
- May direct, monitor, and lead the work of other employees.
- Review and tests Enterprise Resource Planning (ERP) system upgrades and implementations to ensure accurate results.
- Performs other related duties as assigned.

#### **QUALIFICATIONS:**

##### **Education and Experience:**

*Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

##### **Education:**

Possession of an Associate's degree from an accredited college or university with major course work in accounting.

##### **Experience:**

Three years of progressively responsible clerical accounting or bookkeeping experience

##### **Licenses and Certificates:**

## **ROUTT COUNTY**

### **CLASSIFICATION: FINANCE TECHNICIAN, GENERAL LEDGER, PAYROLL, ACCOUNTS PAYABLE**

Depending on assignment, a valid license to drive a vehicle in Colorado and a safe driving record may be required at the time of appointment and throughout employment.

#### **Knowledge of:**

- Thorough knowledge of how debits/credits are used to accurately complete reconciliations and make correcting journal entries.
- Principles, procedures, practices, and terminology of technical accounting, and bookkeeping, including posting receivable and payable transactions, computing totals, reconciling accounts, and reviewing balance sheets.
- Basic laws and requirements applicable to government accounting.
- Advanced office practices, procedures, and equipment, including the use of personal computers, standard business software, and enterprise financial applications.
- Cash handling procedures.
- Technical procedures associated with processing payroll and maintaining payroll records.
- Methods of compiling statistical and financial information.
- Advanced methods of ensuring accurate data entry.
- Advanced principles and practices of customer service.
- Principles and practices of supervision and leadership.
- Correct spelling, grammar, and punctuation.
- Standard formats applicable to a variety of correspondence and business documents.
- Standard alphabetical, numerical, and chronological filing methods.
- Business mathematics including addition, subtraction, multiplication, division, fractions, and percentages.

#### **Ability to:**

- Apply government accounting principles to the creation and recording of financial and accounting transactions and the reconciliation of accounts.
- Quickly learn and apply the laws, regulations, policies, and procedures applicable to the area(s) of the assignment.
- Review financial and accounting records for accuracy and compliance with laws, policies, and standards.
- Prepare financial and accounting reports and statements in accordance with pre-established requirements.
- Follow oral and written instructions accurately and efficiently.
- Establish and meet deadlines.
- Effectively utilize ERP software as applicable to job duties.
- Read and understand a variety of information, including technical information associated with assigned programs and services.
- Exercise independent judgment with limits of authority.
- Organize and prioritize assignments.
- Perform accurate and detailed mathematical and financial calculations.
- Create and organize numerical tables, schedules, and data.
- Operate standard office equipment such as personal computers, copiers, scanners, fax machines,

## **ROUTT COUNTY**

### **CLASSIFICATION: FINANCE TECHNICIAN, GENERAL LEDGER, PAYROLL, ACCOUNTS PAYABLE**

calculators, and multi-line phone systems.

- Effectively utilize standard business software, including word processing, spreadsheet, database, Internet, and email programs to track and maintain information.
- May direct, monitor, and lead the work of other employees and/or volunteers.
- Provide formal or informal job duty training to others.
- Maintain the confidentiality of information.
- Type accurately and at a speed that is sufficient to efficiently perform assignments.
- Communicate clearly and effectively, both orally and in writing.
- Establish and maintain effective working relationships with those contacted during work, including customers, co-workers, other county employees, and the general public.

#### **Physical and Mental Standards:**

*The physical and mental standards described here are representative of those that must typically be met by employees to perform the essential functions of this class successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- Frequently sit at a desk for extended periods of time.
- Frequently walk and stand.
- Frequently use finger dexterity and operate a keyboard.
- Regularly lift 10 pounds and occasionally lift 25 pounds.
- Frequently use vision to read documents, view computer screens, and see close and distant objects.
- Frequently use speech and hearing to engage in conversation, in person, and over the telephone.

#### **TYPICAL WORKING CONDITIONS:**

- The employee typically works in a standard office environment where the noise level is moderate.
- Job duties may occasionally require working extended hours or hours outside of the regular schedule.