



Job Title: Senior Accounting Specialist

Department: Finance

Reports To: Finance Manager

Salary Range: \$18.67 – \$28.00, DOE

Hiring Range: \$18.67 – \$23.33

Job Status: Regular, Full-Time	FLSA Status: Non-Exempt	Town Status: Classified
Origination Date: 01/17/2019	Revision Dates: 09/01/2022	

JOB SUMMARY

Responsible for processing all aspects of payroll and accounts payable and reconciling related accounts. Participate in daily accounting operations, including running reports, doing research, and enforcing Town procedures. As needed, assists with cashiering duties and processing bank Trans and supports Accounting Specialist(s) positions and any Intern as needed.

ESSENTIAL FUNCTIONS

- Process payroll from timesheet collection through generating necessary general ledger journal entries. Process the paperwork and documents for payroll functions, such as reviewing, verifying, and editing employee changes, collecting payroll hours and salary data, recording vacation, sick and compensatory time earned and used, and generate, review and process W-2s. Prepare and process payments for garnishments, retirement accounts and other benefit providers. Prepare and process payroll tax payments, reconcile and process quarterly payroll tax reporting and worker’s compensation. Grant management, which includes tracking and reporting on payroll related grants and submitting reimbursement requests. Distribute and explain benefit and deduction forms. Coordinate and report on benefit programs and plans.
- Processes the paperwork and documents for accounts payable, such as invoices, bills, payment requests, Town credit card purchases, purchase orders, and general ledger postings. Prepare and process check runs. Prepare and distribute monthly-use tax statements, and process checks. Sorts and codes bills and invoices. Enters data into computer accounting system. Generate, review and process 1099s.
- Participate in daily accounting operations. Maintain W-9 compliance. Process credit applications from new vendors. Process journal entries. Perform relevant reconciliations between subsidiary ledgers/accounts to the general ledger. The ability and experience to process (and report on) complex transactions with minimal supervisory assistance.
- Enforce Town procedures related to financial matters and accounting, answer budget questions, trouble shoot problems, cash receipting, and make bank deposits. Help the Town staff manage their budget by developing more efficient processes to accommodate increasing volume of work. Assist with processing sewer utility billing payments if needed.
- Maintain databases: chart of accounts, vendors, recurring invoices, and physical files. Run reports, process journal entries as needed, and reallocate expenditures as authorized. Prepare and assist in audit and budget process. Develop and modify forms.
- Track and maintain builder advanced payment accounts (APA). Coordinate and reconcile building permit accounts with builders.
- Trains and supports Accounting Specialist(s), new employees and any Intern as needed.



- Spearhead the implementation of new features, enhancements, and programs to ensure we maximize the utilization of the ERP system. Performs all work duties and activities in accordance with department and/or Town policies and procedures.
- Train and supports Accounting Specialist(s), new employees and any Intern as needed.
- Performs all work duties and activities in accordance with department and/or Town policies and procedures.
- Works in a safe manner and reports unsafe activity and conditions. Follows Town-wide safety policy and practices and adheres to responsibilities concerning safety prevention, reporting and monitoring as outlined in the Town's Health and Safety Manual.
- The above duties and responsibilities are not an all-inclusive list but rather a general representation of the duties and responsibilities associated with this position. The duties and responsibilities are subject to change as the needs of the Town and requirements of the position change.

KNOWLEDGE, SKILLS & ABILITIES

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Accounting principles and procedures;
- Complex mathematical concepts;
- Payroll preparation principles and practices; reporting guidelines and procedures.
- Applicable federal, state, and local laws, rules, and regulations;
- Microsoft Office products and other relevant technologies;
- Customer service principles and practices.
- Computerized financial systems, automated financial software, and Excel spreadsheets;
- Operate a variety of standard office equipment including telephone, calculator, and copy machines to prepare: statistical reports, letters, memos, and other similar documents;
- Establish and maintain effective working relationships with Town employees at all levels;
- Communicate effectively (verbally and in writing) with all levels of Town staff and the public;
- Review written documents with an attention to detail;
- Interpret and apply codes, policies and regulations.
- Handle sensitive information with discretion;
- Be willing to assume ownership in completion of assigned tasks;
- Conducting research and reconciling accounts;
- Problem solving;
- Monitoring accounts.

MINIMUM QUALIFICATIONS

- High School Diploma or General Equivalency Diploma (G.E.D.)
- Four (4) years' experience in payroll, accounting, budgeting, purchasing, accounts payable, accounts receivable, or a related field, preferably in a governmental or municipal jurisdiction;
- OR
- Any equivalent combination of Formal Education and Experience sufficient to perform the Essential Functions.



PREFERRED QUALIFICATIONS

Minimum of two years payroll processing experience.

REQUIREMENTS

- Valid Driver's License required.

This job description does not constitute an employment agreement between the Town of Sahuarita and the employee and is subject to change by the Town of Sahuarita as needed.

Management's vision is for all employees to embrace, support, and promote the Town's values, beliefs, and culture, which include but are not limited to the following expected behaviors:

- High ethical standards
- Active participation in teamwork
- Strong safety principles and safety awareness
- Provide outstanding customer service to internal and external customers

IN COMPLIANCE WITH THE AMERICANS WITH DISABILITIES ACT, THE TOWN WILL PROVIDE REASONABLE ACCOMMODATIONS TO QUALIFIED INDIVIDUALS WITH DISABILITIES AND ENCOURAGES BOTH PROSPECTIVE AND CURRENT EMPLOYEES TO DISCUSS POTENTIAL ACCOMMODATIONS WITH A MEMBER OF THE HUMAN RESOURCES DEPARTMENT