



PAYROLL/ ACCOUNTS PAYABLE SPECIALIST

DEPARTMENT: FINANCE

GENERAL DESCRIPTION:

Responsible processing payroll and accounts payable, and related filing and other account keeping work. This job classification has a larger scope of responsibility within the Finance Department and exercises a higher level of independence and may be given more complex work to complete. Reports to Revenue/Payroll Manager on all payroll items and Financial Reporting and Accounting Manager for all other items.

ESSENTIAL JOB FUNCTIONS:

1. Preparation of Accounts Payable and maintains related files.
2. Preparation of Payroll, maintain related files, and assist with external reporting.
3. Assist with Procurement including maintaining contract documentation including W-9 and insurance.
4. Monitors FICA/Federal Withholding Tax
5. Orders, prepares, prints, and mails out W-2's, 1099's, and other tax documents.
6. Maintains Various Files and records.
7. Assist with periodic audits of capital assets, non-capitalized tangible capital-type items, etc.
8. Assist with preparation of Finance Manual.
9. Performs other duties as required.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job-related marginal duties as required.)

MINIMUM QUALIFICATIONS:

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of basic bookkeeping, payroll and accounting principles and their application to a variety of accounting transactions and problems.
- Knowledge of general office procedures and practices.
- Ability to apply accounting principles of voluminous financial transactions.
- Ability to apply all above principles to bookkeeping and daily maintenance of fiscal and accounting records including payroll and accounts payable.
- Ability to make complex and varied arithmetic computations and tabulations rapidly and accurately.
- Ability to establish and maintain effective relationships with the General Public, Fellow Employees and Professional Associates.
- Ability to understand and carry out complex oral and written instructions.
- Skill in operation of Calculator, Duplicating Copy Machines, and Computer Literate.

EDUCATION AND EXPERIENCE:

- Associate’s Degree focusing on business/accounting. Two (2) years of accounts payable/payroll and general/municipal bookkeeping experience and some computer experience desirable; or an equivalent combination of training, education and/or experience.
- Knowledge of Tyler Incode Financial Management System - desirable

(A comparable amount of training, education or experience can be substituted for the minimum qualifications.)

LICENSES, CERTIFICATIONS OR REGISTRATIONS:

Certified Professional Public Buyer is desirable

ESSENTIAL PHYSICAL SKILLS:

- Ability to access file cabinets for filing and retrieval of data.
- Ability to sit at a desk and view a display screen for extended periods of time.
- Ability to access, input and retrieve information from a computer.
- Ability to communicate both orally and in writing.
- Walking, standing, walking, constant sitting.

ENVIRONMENTAL CONDITIONS:

- Works inside in an office environment.

(Reasonable accommodations will be made in accordance with existing ADA requirements for otherwise qualified individuals with a disability.)

Revision History: 7/18/17; 9/19/19

This job description does not constitute an employment agreement between the Town of Surfside and the employee. It is used as a guide for personnel actions and is subject to change by the Town as the needs of the Town and requirements of the job change.

Approved:

Town Manager’s Signature: _____

