

City & Borough of Wrangell

Position Description

Position: Accounting Generalist	Type: Permanent, Full-Time
Department/Site: Finance	FLSA: Non-exempt
Evaluated by: Finance Director	Salary Grade: 18

Summary

Assists and supports all functions of the Finance Department. The Accounting Generalist can perform accounting work general ledger, special fund accounting, and payroll services. The primary focus of the Accounting Generalist will be payroll, human resources, employee benefit administration, cash management, sales tax collection, and property tax, however the position will provide assistance in other areas as well. Acts as Recording Secretary for the Planning & Zoning Commission, and as Deputy Borough Clerk in the Borough Clerk's absence.

Distinguishing Career Features

The Accounting Generalist is the senior level in a two-level career ladder for clerical and technical accounting. The Accounting Generalist has a working knowledge of the computer accounting system and codes as well as the ability to process a range of financial transactions for complete accounts such as accounts payable and receivable. Advancement to Accounting Generalist is possible with knowledge of and competency in preparing journal entries to general ledger, electronic funds transfers, payroll, and special accounting performance reports. Advancement to a professional accounting position is based on need and compliance with the requirements of the position.

Essential Duties and Responsibilities

Payroll Services

- Sets up and maintains employee payroll records. Ensures records are up-to-date and include the necessary job and biographical information for accurate group benefit and retirement plan coverage and deductions.
- Prepares regular payrolls for personnel, prepares retirement reports. Computes payroll deductions including those for retirement, union dues, tax sheltered annuities, withholding taxes and insurance.
- Verifies accuracy of individual employee benefit rates, calculating unused portion of allowable benefit cap. Sets up and maintains payroll vendor files for various benefits and miscellaneous deductions.
- Calculates pay data and benefits arrangements for employees leaving service, retirees, and special circumstances. Processes appropriate coverage and payments under COBRA and/or other agreements. Reconciles voluntary employee deductions and payments for payment to third party insurers.

- Assures payroll timelines are met, maintains payroll controls, and assures proper procedures, policies, rules and regulations are applied to payroll activities. Checks payrolls for compliance with rules, regulations and policies.
- Interprets and explains payroll policies, procedures, and technical issues to employees, referring only the most difficult and sensitive matters to higher authorities.
- Audits and updates regular and supplemental payrolls adding payroll information for new employees and calculating proper deductions on an 'as-needed' basis.
- Assists accounting staff with the reconciliation of payroll system details to general ledger. Prepares document trails to support audit requirements.
- Prepares reporting of federal, state, and special payroll taxes and statutory fund contributions to external agencies. Prepares retirement and withdrawal forms and reports for pay systems for the Finance Director approval and submission to agencies
- Performs other duties as assigned that support the overall objective of the position.

Human Resources Duties

- Assists with the recruiting and on-boarding processes during the recruitment of new employees.
- Assists department managers with compliance with all personnel regulations, collective bargaining agreements, and state and federal regulations, including EEOC guidelines.
- Assists management with development and revisions of job descriptions. .
- Manages employee training programs, safety programs, background checks, and drug testing programs, including pre-employment, random, and as-needed testing.
- Maintains all official and confidential employee files.

Property Tax Services

- Responsible for working with assessor in completing annual property tax process. This includes entering names and address changes on property during the year and filing the new deeds.
- Responsible for sending out annual property tax exemption forms and advertising the exemptions in the newspaper.
- Responsible for working with the assessor and entering new assessment information into tax records and sending out annual assessment notices.
- Responsible for advertising the assessment and appeal process and working with taxpayers filing appeals.
- Responsible for working with the assessor on property tax appeals and preparing exemption reports and appeal information for the assessor and Board of Equalization.

- Responsible for preparation of final tax rolls and preparation and sending out of property tax bills.
- Responsible for maintaining and reconciliation of property tax receivables.
- Responsible for collections on property taxes including the foreclosure process.
- Maintain ArcGIS mapping information, including new plats, easements and property owner information.

General Ledger Accounting

- Assists the Finance Director with reconciling balance sheet asset and payroll liability accounts.
- Assists with entry of budgets.
- Provides assistance to other accounting staff on an as-needed basis to balance fluctuations in workflow.

Planning & Zoning Commission Services

- Act as Recording Secretary for the Planning & Zoning Commission meetings.
- Responsible for preparation of public notices, preparation of agendas and recording of minutes for Planning & Zoning Commission meetings.

Borough Assembly Services

- Act as Deputy Borough Clerk during the absence of the Borough Clerk; perform all duties of the Borough Clerk, including public notices, preparation of agendas and recording minutes of Borough Assembly meetings.
- Assist Borough Clerk with election activities as required.

Other Duties and Responsibilities

Provide assistance with other accounting staff as needed.

- Work cooperatively with public, other external agencies and other Borough employees.
- Perform administrative and secretarial duties as needed.
- **May require development of working knowledge of GIS Mapping programs.**

Qualifications

- **Knowledge and Skills**

The position requires considerable knowledge of the principles and procedures of accounting, auditing, and finance. Requires in-depth knowledge of generally accepted financial processes and regulations and controls applying to assigned financial operations. Requires a working knowledge of audit documentation requirements. Requires in-depth knowledge of automated accounting systems and relational databases used for storing and linking accounting data. Requires well-developed math skills to perform complex accounting computations. Requires sufficient language skills to prepare reports suitable for external publishing. Requires well-developed human relation skills to explain detailed information in small group settings and work with staff in an advisory capacity.

- **Abilities**

Requires the ability to perform the functions of the position. Requires the ability to apply accounting controls, rules, and procedures, and to perform accounting tests. Requires the ability to research, compile, analyze, and interpret accounting data. Requires the ability to maintain accurate and retrievable files, records, audit trails and trace transactions to original entries. Requires the ability to perform accounting and general math computations quickly and accurately. Requires the ability to organize and prioritize work to meet deadlines and timetables. Requires the ability to work as contributing member of a team, work productively, patiently, and cooperatively with other teams, vendors, and external customers, and convey a positive image of the City and Borough and its services. Requires intermediate to advanced proficiency in the use of computers, Microsoft Excel, Outlook, Access, Word, and Adobe Acrobat, and the ability to learn these and other software programs quickly.

- **Physical Abilities**

Incumbent must be able to work in an office setting engaged in work of a primarily sedentary nature. Requires sufficient hand-eye-arm coordination to use a keyboard and 10-key, arm/hand movements to retrieve work materials from storage files, and operate a variety of general office equipment. Requires visual acuity to read computer screens, printed material, and detailed accounting information. Requires auditory ability to carry on conversations over the phone and in person.

- **Education and Experience**

Bachelor's or Associate's degree in accounting, finance, or related field is desirable. Requires four years of relevant and progressively responsible experience, preferably in governmental accounting, budgeting, or closely related field. Additional education may substitute for some experience.

- **Licenses and Certificates**

May require a valid driver's license.

- **Working Conditions**

Work is performed in an office environment with minimal safety considerations.

This job/class description, describes the general nature of the work performed, representative duties as well as the typical qualifications needed for acceptable performance. It is not intended to be a complete list of all responsibilities, duties, work steps, and skills required of the job.