



## Finance Specialist (Payroll/AP)

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| DEPARTMENT:   | Finance     |
| GRADE:        | 49          |
| CLASS CODE:   | 3021        |
| FLSA STATUS:  | Non-Exempt  |
| UNION STATUS: | Represented |
| REVISED DATE: | June 2019   |

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### Summary:

Under general supervision, coordinates and performs payroll and accounts payable functions for the Timberland Regional Library District.

### Reporting Relationships and Team Work:

This position is supervised by and reports to the Finance and IT Director.

### Essential Duties and Responsibilities:

*Class specifications are intended to provide a descriptive list illustrative of the range of duties performed by employees in the class. The omission of specific duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.*

1. Coordinates the processing of the District's payroll. Utilizes computerized payroll system to input, manage and assess employee salaries, wages and payroll information.
2. Reports tax, benefits and work history information to government agencies and service providers.
3. Coordinates and provides for the District's payment of insurance/retirement premiums, taxes, and other deposits. Reconciles monthly benefits payments to outside vendors.
4. Prepares warrants for delivery to employees and prescribed County, State, and Federal agencies.
5. Coordinates the production of the accounts payable cycle including payroll benefits; reviews accounts payables for authorization and correct account application.
6. Prepares and maintains a variety of accounting, financial, payroll, and benefits reports, records, files, and documentation.
7. Identifies and resolves financial and payroll discrepancies as required.



8. Responds to inquiries and maintains communication with District employees, management personnel, governmental agencies, and service providers regarding payroll and accounts payable related matters.
9. Performs other duties as assigned or required.

### **Core Skills and Qualities:**

*Complete definitions are included on the TRL evaluation form. Employees are expected to demonstrate the following qualities at all times:*

1. Performing and coordinating a variety of payroll functions, including the timely and accurate payment and reconciliation of salaries and wages, payment records, employment taxes and benefits premiums.
2. Coordinates the production of the accounts payable cycle, to include reviewing accounts payable transactions for departmental authorization and correct account application.
3. Ensuring proper authorization and coding for payment of invoices.
4. Establishing and maintaining effective working relationships with District departments and staff, outside agencies, and vendors.
5. Positively reflect TRL's mission, vision, and values to the staff and public.
6. Effective organizational and time management skills, including the ability to multitask, manage multiple projects at the same time and adapt to changing priorities to meet demands of the department.
7. Communicate effectively verbally and in writing.
8. Exhibit reliability and dependability. Demonstrate punctuality and regular and consistent attendance.
9. Demonstrate a positive attitude and flexibility.
10. Work well with others, show respect, contribute to the team.

### **Required Knowledge, Skills, and Abilities:**

*Employees are expected to perform or possess the following:*

1. General accounting, bookkeeping and payroll principles, practices, and procedures.
2. Regulations governing payroll activities, tax reporting and payment procedures.
3. Employee insurance and retirement benefits.
4. Standards for maintaining departmental records and databases.
5. Skill in data gathering and information compilation for statistical reporting.
6. Ability to work independently and innovatively in a variety of situations.
7. Ability to maintain financial and statistical records; and to circulate instructional information according to established procedures.



## **Technology Requirements:**

### **Required:**

- Computerized payroll systems and standard office software.
- Intermediate keyboard and data entry skills.
- Ability to navigate, search and use web functions and software applications (i.e., time and attendance systems, performance reviews).
- Intermediate (or Basic) Microsoft Office Suite skills (e.g., Outlook, Word, Excel) to satisfactorily complete job responsibilities.

### **Desired:**

- Basic (or Intermediate) SharePoint skills.

## **Education and Experience:**

High School Diploma or G.E.D., and three years payroll/accounting experience; OR an equivalent combination of education and experience.

## **Licenses, Certifications, and Special Requirements:**

- A valid Washington State Driver's License.
- Must pass and maintain a criminal background check.

## **Physical and Environmental Conditions:**

- Work is performed in a standard office environment.
- Subject to sitting, standing, walking, bending, reaching, and occasionally lifting of objects up to 40 pounds.

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The above job description is not intended as, nor should it be construed as, exhaustive of all responsibilities, skills, efforts, or working conditions with this job.

This and all TRL positions are subject to transfer, based on library need.

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job. Timberland Regional Library is also an Equal Opportunity Employer.