

**Jefferson County
Position Description**

Name: _____ **Department:** Finance
Position Title: Accounting Specialist III **Pay Grade:** 6 **FLSA:** Non-exempt
Date: June 2022 **Reports To:** Finance Director

Purpose of Position

The position exists to timely and accurately process payroll, keep payroll records, prepare and distribute payroll checks and reports, coordinate direct deposits and maintain direct deposit information, reconcile deductions to the general ledger and submit vouchers to Accounts Payable. Assists other departments with entering their own payroll, reviewing payroll entries, and reconciling totals.

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Process biweekly payroll for approximately 700 county employees, including full-time, part-time, seasonal, and elected officials.
- Review and verify timesheets, leave balances, overtime, and payroll inputs to ensure accuracy and completeness.
- Calculate wages, deductions, and adjustments including benefits, retirement contributions, garnishments, and tax withholdings.
- Maintain payroll records and ensure compliance with federal, state, and local payroll regulations, including FLSA, IRS, ACA, and Wisconsin Retirement System reporting requirements.
- Coordinate with Human Resources on new hires, terminations, pay changes, benefits deductions, and payroll-related policies.
- Reconcile payroll reports, analyze discrepancies, and ensure accuracy prior to payroll processing.
- Prepare and submit required monthly, quarterly, and annual payroll reports and filings, including 941, W-2, WRS reporting, ACA reporting, and unemployment reporting.
- Maintain and administer payroll software, including system updates, troubleshooting, report development, and documentation of procedures.
- Prepare and reconcile payroll-related journal entries and general ledger accounts, including benefits, deductions, and insurance allocations.
- Respond to employee and departmental inquiries regarding payroll, deductions, and policies.
- Provide training and guidance to departments regarding payroll processes and timekeeping systems.
- Maintain confidentiality of employee payroll information and assist with audits as requested.
- Research and interpret union contracts, laws, and regulations affecting payroll operations.
- Ensure accurate reporting of wages, hours, and retirement information, and resolve discrepancies when identified.

- Perform other duties as assigned.

Additional Tasks and Responsibilities

While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.

- Provides excellent customer, answering questions and providing instructions, directions, and information.

Minimum Training and Experience Required to Perform Essential Job Functions

Three years related experience and/or training; or an Associate's degree plus one year of experience; or an equivalent combination of education and experience. High school diploma or equivalent required. Degree or coursework in Accounting, Business, Finance, or Math.

Preferred Training and Experience Required to Perform Essential Job Functions

Bachelor's degree and/or an equivalent combination of education and experience. Degree in Accounting, Business, Finance or Math.

Other Requirements – Certificates/Licensures

Knowledge, Skills, Abilities

- Ability to reliably and predictably carry out one's duties.
- Ability to read and interpret documents such as state and federal wage and employment laws, IRS code and reporting instructions, safety rules, operating and maintenance instructions, and procedure manuals.
- Ability to write routine reports and correspondence.
- Ability to speak effectively before groups of customers or employees of organization.
- Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, and percentages.
- Ability to apply concepts of basic algebra.
- Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.
- Ability to deal with problems involving several concrete variables in standardized situations.
- Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.
- Knowledge of County government organization and operation and interrelationships between governments and the community.
- Knowledge of accounting principles and practices, accounts payable, and payroll practices.
- Knowledge of laws, government regulations, and agency rules as they relate to government accounting and budgeting.
- Knowledge of principles and processes for providing customer service. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.

- Knowledge of administrative practices and procedures; business English, spelling, grammar; operation of office equipment; word processing, databases, scanning, presentation, and spreadsheet software.
- Skill in prioritizing workload, developing action plans and meeting deadlines.

Supervision

None.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties and responsibilities of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.

While performing the duties of this position, the employee is regularly required to sit; use hands to finger, grasp, handle, or feel; reach with hands and arms and talk or hear. The employee is occasionally required to stand; walk; climb or balance and stoop, kneel, crouch, or crawl. Lifting, moving, pushing or pulling up to 10 pounds does not generally occur, but may occur when lifting boxes, books or paper. Specific vision abilities required by this job include close vision, color vision, depth perception and ability to adjust focus, distance vision.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential duties and responsibilities of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.

While performing the duties of this position, the employee is not regularly exposed to adverse conditions. The noise level in the work environment is usually moderate.

Jefferson County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act as Amended, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

I have read and understand the duties of this job description and, by signing below; I agree that I can perform the duties of this position with or without reasonable accommodation.

Employee _____

 Supervisor _____

 Human Resources _____

Date _____

 Date _____

 Date _____
