



Josephine County, Oregon

Human Resources Office

Josephine County Courthouse
500 NW 6th Street Dept 11 / Grants Pass OR 97526
(541) 474-5217 / FAX (541) 474-5218 / TTY (800) 735-2900

POSITION DESCRIPTION

Job Title: Accountant/Payroll Technician
Department: Finance
FLSA Status: Non-Exempt
Job Code: 1602
WC Code: 8810
Effective Date: April 1, 2006
Last Revised: January 1, 2010
Pay Grade: NU11
Union: Non-Union (Confidential)

SUMMARY

Performs administrative duties directly related to the management of payroll processes and policies, and prepares related reports. Applies principles of accounting to analyze financial information and prepare financial reports. Work is performed with considerable independence and is under the general supervision of the Controller and Chief Financial Officer and is reviewed primarily through results attained.

ESSENTIAL DUTIES AND RESPONSIBILITIES

(Illustrative only. Any single position in this classification will not necessarily involve all of the listed duties below and other positions will involve duties which are not listed. These duties represent the essential functions needed of persons in this classification.)

1. Audit personnel actions affecting employee payroll data to ensure compliance with county policies and collective bargaining agreements.
2. Prepare monthly, quarterly, and annual payroll reports for federal, state, and county purposes.
3. Prepare statistical reports and projections to assist management in union negotiations, and work with management bargaining teams to provide and interpret data.
4. Review payroll, accounts payable, journal vouchers, and accounting reports for compliance with county policy and procedure.
5. Analyze financial information and prepare reports to summarize financial position. Prepares journal entries and account reconciliations. Work with independent auditors during the annual payroll audit.
6. Provides back-up support to Accounts Payable. Performs other duties as assigned.

SUPERVISORY RESPONSIBILITIES

This position has no supervisory responsibilities, but position may be responsible for assigning and reviewing work of clerical support staff.

QUALIFICATIONS

Considerable knowledge of the operations, policies and terminology of a finance office; program development, planning and evaluation; effective English grammar and usage; professional office etiquette; and application of federal, state and local rules and regulations. Ability to research assigned problems; organize materials from various sources into a format of own design; maintain confidentiality; work independently and establish priorities; organize workload to complement needs of other staff and meet established deadlines; solve problems and make accurate, independent decisions.

EDUCATION AND EXPERIENCE

A Bachelor's degree in business or a related field, and two years of progressively responsible experience in governmental accounting and finance; or any satisfactory combination of experience and training which demonstrates the knowledge, skills and ability to perform above described duties.

JOB IMPACT

Consequences of error could include financial loss, penalties and interest for non-compliance with federal and Oregon laws related to withholding and reporting, or grievances related to non-compliance with collective bargaining agreements.

JOB CONTACTS

This position requires frequent contacts with staff and management of other departments to provide them with technical assistance in the areas of payroll functions and policies. This position also works with the County's payroll service provider, independent auditors and other governmental agencies to explain payroll actions taken by the County.

LANGUAGE SKILLS

Ability to communicate effectively, both orally and in writing, with individuals and groups regarding complex or sensitive issues or regulations. Ability to read, analyze and interpret complex laws, rules, and regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customer, and the general public. Ability to respond courteously and tactfully, and establish and maintain effective working relationships with other employees and officials, outside officials and agencies, and the public.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide. Ability to use basic statistical calculations involving fractions, percentages, and ratios.

REASONING ABILITIES

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret complex laws, rules, and regulations and apply to practical situations.

OTHER SKILLS AND ABILITIES

Requires skill in the operation of standard office equipment; computer software programs for word processing, spreadsheets and databases.

CERTIFICATES, LICENSES, REGISTRATIONS

None

BACKGROUND INVESTIGATION

Those employed in this position are subject to a background investigation including criminal background investigation. Conviction of a crime will not necessarily disqualify an individual for this classification.

WORK ENVIRONMENT

General office environment. This position is impacted by urgent time deadlines (monthly accounting cycles, budgets, and annual reports), repetitiveness, the need for extreme accuracy and attention to fine detail. Work is performed primarily in a typical office environment. The noise level is usually moderate. This position is impacted by the

necessity of meeting timelines established by law, uncontrollable work flow, and uncontrollable interruptions. Travel is occasionally required to attend meetings.

PHYSICAL REQUIREMENTS

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

PHYSICAL REQUIREMENTS

Check if required for essential job function	Activity	Never 0%	Occasionally 1-33%	Frequently 34-66%	Continuous 67-100%
<input type="checkbox"/>	Standing	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Sitting - 1/2 hour plus	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Moving about work area	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Bending forward	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Stoop position - 1 minute plus	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Climbing stairs - 1 floor	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Crawling - hands & knees	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Reaching overhead	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Lifting strength	# of pounds = 25lbs			
<input checked="" type="checkbox"/>	Lifting	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Patient Lifting	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Lifting Overhead	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Moving carts, etc.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Carry items	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Dexterity/Coordination	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Keyboard Operation	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Rapid-mental/hand/eye coord.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Operation of motor vehicle	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Speech, Vision & Hearing

<input type="checkbox"/>	Distinguish colors	Yes: <input type="checkbox"/> No: <input checked="" type="checkbox"/>
<input type="checkbox"/>	Distinguish shades	Yes: <input type="checkbox"/> No: <input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Depth perception	Describe: Close Vision & Ability to adjust focus
<input checked="" type="checkbox"/>	Ability to hear	Normal Speech Level: Yes
<input type="checkbox"/>	Other Spec. Hearing Req.	Describe:

Exposure - Environmental Factors = **Standard courthouse office environment**

<input type="checkbox"/>	Heat	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Cold	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Humidity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Wet Area/Slippery	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Noise	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Dust	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Smoke	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Vibration	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Chemical Solutions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Uneven Area	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Ladder/Scaffold	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Ionization	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Radiation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Body Fluids	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>