

VILLAGE OF YELLOW SPRINGS

JOB DESCRIPTION

JOB TITLE: Accounting/Payroll Manager

Salary Range: \$50,000-\$60,000

Reports to: Finance Director

Employment Status: FTE

FLSA: Exempt

Job description statements are intended to describe the general nature and level of work being performed by employees assigned to this job title. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required.

GENERAL SUMMARY

Process all accounts payable transactions including overseeing purchase orders and processing checks. Maintain Accounts Receivable records within accounting software. Process and maintain payroll transactions for all Village employees. Set up and maintain employee deduction and benefit records. File required state and federal payroll reports. Provide support to the Utility Department. Assist Finance Director as requested.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Processing purchase orders
2. Maintains vendor files and updates them on a regular basis
3. Processes invoices and vendor payments as needed
4. Processes bi-weekly payroll and maintains payroll records including:
 - Additions and deletions of employees from payroll system.
 - Obtaining and recording new employee information
 - Adjusting payroll system for authorized pay rate, mandated tax rate and employee withholding changes
 - Accurate calculation of authorized rate changes
5. Files all City, State and Federal withholding reports monthly, quarterly and annually as required
6. Reconciling cash receipts and preparing bank deposits
7. Posting transactions to accounting software and staying current with bank accounts
8. Responsible for processing transactions related to Village employee HSA and flexible spending accounts
9. Communicates and works effectively with Village employees, vendors, community members and external audit agencies responding to concerns and inquiries as they pertain to payroll and accounts payable
10. Maintaining organized filing system that follows village records retention schedule
11. Attend training workshops and staff meetings as needed
12. Perform other duties as assigned

MINIMUM JOB REQUIREMENTS

EDUCATION

Associate degree in Accounting preferred

EXPERIENCE

3-5 years of experience in payroll and/or accounts payable
1-3 years of experience in government preferred

COMPETENCIES

An employee's performance will be evaluated based on five competencies.

1) Job knowledge; 2) Teamwork; 3) Customer Service; 4) Flexibility; 5) Work Ethic.

KNOWLEDGE, SKILLS AND ABILITIES**Knowledge of:**

Generally accepted accounting principles.

Record keeping techniques.

Microsoft Office programs

Skill in:

Communicating with a diverse public in a friendly, helpful positive manner.

Strong organizational skills.

Attention to detail and analytical skills a must.

Strong computer skills.

Ability to manage multiple projects and deadlines at once.

Ability to:

Work effectively with a wide range of internal and external constituents to accomplish daily tasks.

Analyze and solve accounting discrepancies.

Participate in organizing and implementing efficient procedures.

Understand and follow all established rules and regulations.

Pass a basic criminal history check and drug test.

PHYSICAL REQUIREMENTS/ WORK ENVIRONMENT

Maintain effective audio-visual discrimination and perception needed for:

_ making observations

_ reading and writing

_ operating assigned equipment

_ communicating with and instructing others.