SANDY CITY
APPROVED CLASS SPECIFICATIONS

I. Position Title: Accounting Technician (Payroll)

Revision Date:	11/05
EEO Function:	Financial Admin.
EEO Category:	Administrative Support
Status:	Non-exempt
Control No:	30365

II. Summary Statement of Overall Purpose/Goal of Position:

Under the general supervision and direction of the Controller, performs payroll and accounts payable accounting functions as well as other general accounting duties.

III. Essential Duties

- Pay all deductions from payroll checks, ie. taxes, insurances, deferred compensation, etc.
- Prepare and distribute W-2's and other year-end reports.
- File quarterly payroll reports.
- Import and process payroll liability claims and issue checks.
- Be available to answer employee questions and problems regarding the city's payroll and accounts payable programs.
- Perform preparation of bi-weekly payrolls.
- Balance payroll and update to general ledger.
- Keep track of, and deduct, all wage assignments.
- Calculate garnishments.

IV. Marginal Duties

- Perform other duties as assigned.
- Pick up phone calls in department when personnel are absent from desk.

V. Qualifications:

Education: Two years of college experience in accounting or related field.

Experience: Two years of accounting or business training, plus one year of related payroll experience; may substitute any equivalent combination of experience and education.

Knowledge of: General and governmental accounting principles and practices; payroll practices; general office procedures; City Ordinances; personnel, tax, and payroll laws.

Responsibility for: Important City records dealing with confidential matters; moderate responsibility for the care, condition, and use of materials, equipment, money, and tools.

Communication Skills: Ability to professionally furnish and obtain information from other departments; contact with other departments, requiring tact and judgement to avoid friction; constant contact with the public presenting data that may influence important decisions.

Tool, Machine, Equipment Operation: Requires regular use of a personal computer (spreadsheet and word processing), payroll and accounts payable information systems, 10-key, printer, copier, typewriter and telephone system.

Analytical Ability: Communicate effectively verbally and in writing; follow verbal and written instructions; prioritize tasks; establish effective working relationships with employees and the public; records management skills.

VI. Working Conditions:

Great mental effort is required daily; a great amount of pressure and fatigue is present during an average work day; constant exposure to deadlines; constant attendance and overtime is necessary in this position; moderate physical exertion is required.

The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation, or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.