



CAREER OPPORTUNITY

Job Title:	Payroll/Accounting Technician	Department:	Finance
Grade:	16	Position#:	1510-003
Apply at:	Human Resources Department, City Hall, 601 Gloucester St., (2 nd Floor) Brunswick, GA 31520, An Equal Opportunity Employer or online at http://brunswickga.org/jobs.html .		
Apply by:	Until Filled		

Job Summary

Under general direction of the Finance Director, performs professional work in the preparation, adjustment and processing of the City's bi-weekly payrolls and monthly pension and related reports, including fringe benefits, pension contributions and related benefits and deduction. Prepares associated payroll/pension related financial and statistical report including reconciliation of related general ledger accounts. Prepares quarterly reports for governmental entities, as well as all annual reporting (W-2's, 1099's to include any other required reporting). Performs entry level bookkeeping work for all funds maintained by the City, involving maintenance of accounts, reviewing and coding invoices, and performing timely check requests. Work requires extreme accuracy. Performs other related duties as assigned, in support of customer needs and organizational objectives. Work is assigned by general work program, requests for assistance, and by special projects. Work is performed with considerable independence and will require considerable initiative and accuracy. Work is evaluated by observation, conferences, reports, and results obtained.

Essential Functions of the Job Duties and Responsibilities

1. Prepares all input data, verifies all mathematical results; makes related adjustments; determines and computes salaries and all appropriate payroll deductions; maintains master payroll record files; reconciles payroll.
2. Prepares various financial and/or statistical reports regarding the cost of personnel services and all related fringe benefit costs as may be required for budgetary and/or fiscal purposes.
3. Responds to inquiries whether in person, by telephone, or by correspondence; prepares and files legal answers for garnishments to courts and attorneys.
4. Prepares and files federal, state FICA tax returns; reconciles and files W-2's and 1099 information.
5. Directs and assists departments with payroll timekeeping procedures; assists in resolving payroll and tax problems.
6. Coordinates with the Deferred Compensation Program provider for the City.
7. Performs miscellaneous billing.
8. Receives, reviews, verifies, and reconciles invoices for payment.

9. Codes data according to prescribed accounting procedures; audits documents for proper revenue and/or expenditure classifications. May follow up with vendors or department staff to ensure proper payment and coding.
10. Prioritizes work such that deadlines are met and payments are made on a timely basis.
11. Assists private and governmental auditors by providing reports and documentation.

Other Tasks and Responsibilities

May perform other related duties as assigned, in support of customer needs and organizational objectives.

Knowledge, Skills, Abilities, and Other Characteristics

1. Knowledge of basic principles, practices, and policies of payroll and related accounting procedures.
2. Knowledge of electronic data processing and computer applications.
3. Knowledge of federal and state wage and hour laws.
4. Knowledge of federal and state income tax laws.
5. Working knowledge of computer software including but not limited to Excel, Word, or other software applications.
6. Ability to prepare required payroll-related reports.
7. Ability to be flexible in day to day work assignments and to change priorities quickly.
8. Ability to meet regular deadlines and to work effectively under pressure.
9. Ability to maintain accurate financial records.
10. Ability to respond to inquiries with tact and courtesy.
11. Ability to exercise sound judgment in the impartial application of departmental policies and procedures.
12. Ability to communicate effectively both orally and in writing.
13. Ability to establish and maintain effective working relationships with employees, government officials, and the general public. Ability to work as a team member supporting the overall goals and objectives of the organization.
14. Ability to protect and maintain confidential financial and payroll records and information.
15. Ability to anticipate problems and proactively resolve them. Ability to display problem solving skills, considering all reasonable alternatives, and make recommendations for problem resolution.
16. Willingness and ability to demonstrate commitment to the job, team and organization.
17. Physical and mental ability to perform the essential job functions including talking, hearing, repetitive motions associated with computer work, close visual acuity in order to analyze figures and data, view a

computer screen, transcribe data; manual dexterity associated with data entry and filing paper documents; ability to compare data, to copy, compute, and compile data.

18. Ability to help create a positive work environment which encourages individual and team growth and development.
19. Ability and willingness to perform other related duties as assigned, in support of customer needs and organizational objectives

Minimum Requirements (Education, Experience, Training, Certifications/Licenses)

High school diploma or equivalent and 5 years work experience in payroll, accounting, bookkeeping, financial reporting, or related field including experience with automated financial management systems. An equivalent combination of training and experience that would likely provide the required knowledge, and abilities to perform the job may be considered. Working knowledge of the foundations and principles of bookkeeping and accounting. Degree in Accounting, Finance, Business Administration, or related coursework, preferred. Pre-employment drug screening required. Motor Vehicle Records and Criminal Background check required.