

<b>ORGANIZATION:</b> City of Sherwood	<b>DATE:</b> 2011
<b>LOCATION:</b> Sherwood, Oregon	
<b>DEPARTMENT:</b> Finance	
<b>FLSA STATUS:</b> Exempt	
<b>JOB TITLE:</b> Payroll Finance Technician – Pay Group A2	

**PURPOSE OF POSITION:**

Responsible for assigned transaction cycles. Transactions cycles include payroll, cash receipts, accounts receivable, fixed assets, and others. Transaction cycles encompass processing transactions, preparing reports and filings, and other related duties. Perform other court related duties in coordination with the Municipal Court Administrator.

**ESSENTIAL JOB FUNCTIONS:**

Maintain payroll and selected personnel information. Pay payroll taxes and prepare payroll tax returns. Pay benefits and other deductions, and prepare required reports. Reconcile all payroll related liability general ledger accounts. Prepare reports as requested for use by managers. Respond to employee questions and concerns regarding payroll and benefits. Research transactions to determine reasons for non-reconciliation and make necessary corrections.

Position will work with payroll and personal information supplied by employees, supervisors and program participants that may be confidential or sensitive where discretion is mandatory. May be required to provide payroll and financial information for the negotiation of union contracts.

Provide customer service for assigned department. Greet visitors and answer telephone, determine nature of visit/call, direct to appropriate person, or take and relay messages in absence or preoccupation of department personnel. Respond to routine, non-routine and technical questions from internal and external customers.

Design and create reports, as needed, for various users and purposes. Other duties as assigned.

Maintain cooperative working relationships with City staff, other organizations and the general public. Provide and receive team cross and development training.

Follow all safety rules and procedures for work areas.

**AUXILIARY JOB FUNCTIONS:**

Perform various clerical tasks, such as providing general information as requested, typing, photocopying, collating, filing, etc. Provide assistance to other staff as workload and staffing levels dictate. Maintain proficiency by attending training and meetings, reading materials, and meeting with others in areas of responsibility. Maintain work areas in a clean and orderly manner.

**JOB QUALIFICATION REQUIREMENTS:**

**MANDATORY REQUIREMENTS:** Advanced knowledge of accounting practices/bookkeeping, and payroll processing and secretarial practices. Knowledge of office practices and procedures, operation of standard office equipment, word processing and spreadsheet applications software. Equivalent to high school plus additional specialized training and over 2 years experience in performing similar duties, or any satisfactory combination of experience and training which demonstrates the knowledge, skills and abilities to perform the above duties.

Ability to manage confidential documentation, personnel and payroll items, and sensitive/confidential materials in a professional and discreet manner.

**SPECIAL REQUIREMENTS/LICENSES:**

None.

**DESIRABLE REQUIREMENTS:**

Completion of a two-year college program in accounting practices. Previous experience in benefits enrollments and terminations. Knowledge of specific word processing and spreadsheet software programs utilized within the department. Perform other court related duties in coordination with the Municipal Court Administrator.

**PHYSICAL DEMANDS OF POSITION:**

While performing the duties of this position, the employee is frequently required to sit, stand, bend, kneel, stoop, communicate, reach and manipulate objects. The position requires mobility. Duties involve moving materials weighing up to 10 pounds on a regular basis such as files, books, office equipment, etc., and may infrequently require moving materials weighing up to 25 pounds. Manual dexterity and coordination are required over 50% of the work period while operating equipment such as computer keyboard, calculator, and standard office equipment.

**WORKING CONDITIONS:**

Usual office working conditions. The noise level in the work area is typical of most office environments with telephones, personal interruptions, and background noises.

**SUPERVISORY RESPONSIBILITIES:**

Supervision is not a typical function assigned to this position. May provide training and orientation to volunteers, students and newly assigned personnel on site policies and practices.

**SUPERVISION RECEIVED:**

Works under the general supervision of the Finance Director.