



## Payroll & Accounting Assistant

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<b>Classification:</b>	Accounting Assistant II	<b>Reports to:</b>	Administrative Services Division Manager
<b>Division:</b>	Administrative Services	<b>Direct Reports:</b>	N/A
<b>FSLA:</b>	Non-Exempt	<b>Salary Range:</b>	503 or 504 per experience

This position is responsible for performing work functions within payroll and accounting for the Agency with limited supervision.

### Essential Job Functions

Must be able to perform the following essential job functions with or without reasonable accommodation:

- Prepares payroll reports as required for local, state and federal agencies.
- Coordinates with Human Resources concerning labor, codes and other issues that relate to compensation or collective bargaining agreements.
- Communicates with all divisions concerning the procedures for handling and processing payroll data.
- Reconciles Payroll Register
- Controls daily time reporting
- Technical accounting activities, requiring a greater understanding and broader knowledge of accounting principles and practices
- Exercise initiative in resolving routine problems.
- Reconcile, balance, pre-audit and maintain several different types of accounts or funds for more than one department or division
- Perform a broader scope of accounting functions in a timely manner without assistance.
- Interpret accounting and payroll guidelines, regulations, policies and procedures.
- Maintains a payroll system for a department or major division(s); prepares payroll reports as required for local, State, and Federal agencies; prepares procedural documentation for internal and external payroll processing; coordinates payroll processing and related functions insuring compliance and compatibility with county code, budget authorization and payroll system.
- Directs and participates in daily posting of income and expense items; checks daily balance
- Prepares billings for accounts receivable from other agencies, often requiring the work-up of recheck of field cost data from available reports and vouchers.
- Assists in the preparation of routine specialized reports at the request of a department or division; prepares periodic reconciliation reports as required by department or division.
- Examines and analyzes accounting records of a department or division to verify accuracy of figures, calculations and postings. Reviews data making necessary corrections or lists discrepancies for adjusting.
- Keep managers and supervisors informed about significant items requiring review or action
- Share in front office reception and customer service duties
- Participate as needed during emergencies, including emergency operations center activations.
- Develop and maintain excellent working relationships with all employees, user agencies, the public, etc.
- Performs related duties as assigned

### Qualifications

Any combination of qualifications demonstrating a candidate's knowledge, skills and abilities will be considered.

- Associates Degree in Accounting or Business Administrations or college level courses in principles of accounting
- Four years of responsible experience relevant to the essential job functions
- Intermediate skill level with Microsoft Office Outlook, Word and Excel
- Successfully pass pre-employment reference and criminal history checks



**Knowledge of:** the principles and practices of double-entry bookkeeping; general office practice and procedures; Federal tax guidelines, PERS regulations, Effective research and record keeping methods and techniques; Operation of office equipment and technology; Payroll Systems (Oracle, Workday, Kronos, etc)

**Ability to:** Pay strict attention to detail and accuracy; Understand and execute complex oral and written instructions; Apply appropriate independent initiative, discretion, judgment and organizational skills to the work; Understand and apply available guidelines, policies or procedures in diverse situations; perform double-entry bookkeeping; classify accounting transactions, maintain and reconcile accounts, close accounts, and prepare appropriate reports and statements; make arithmetical computations quickly and accurately; operate office equipment associated with the position. Develop and maintain effective working relationships with employees, the public and officials and personnel from user agencies, other jurisdictions, departments or agencies

**Physical / Sensory Requirement:**

The following characteristics describe the most common ways this position’s essential functions and job tasks are performed. Any incumbent or candidate for this position must be able to perform the essential functions and job tasks with or without reasonable accommodation.

Sight and Vision	Frequency	Criticality of Requirement
<ul style="list-style-type: none"> <li>• <i>Close / Fine Visual Acuity.</i> Differentiate and comprehend visual effects of subtlety or precision.</li> </ul>	Daily	Important
<ul style="list-style-type: none"> <li>• <i>General Visual Acuity.</i> Differentiate and comprehend visual effects of general size, shape and distance.</li> </ul>	Daily	Important
Hearing	Frequency	Criticality of Requirement
<ul style="list-style-type: none"> <li>• <i>General / Broad Hearing.</i> Differentiate and comprehend:               <ul style="list-style-type: none"> <li>○ Audio effects or noises (ambient or intrusive) of pitch, volume or tone within the ‘normal range’</li> <li>○ Voices (ambient or intrusive) in face-to-face settings, in groups with multiple speakers, over the phone, by radio, etc. of pitch, volume or tone within the ‘normal range’</li> <li>○ Verbal speech, language, accents and vocal sounds including the subtleties of speech communication such as intonation, inflection, emphasis and nuance.</li> </ul> </li> </ul>	Daily	Important
	Daily	Important
	Daily	Important
Speech	Frequency	Criticality of Requirement
<ul style="list-style-type: none"> <li>• <i>General Speech.</i> Communicate orally; express thoughts and emotions by word, sound and gesture.</li> </ul>	Hourly / Constantly	Very Important
Touch	Frequency	Criticality of Requirement
<ul style="list-style-type: none"> <li>• <i>Basic Repetitive Hand / Arm Motion.</i> Make regular movement (motion) of wrist, hand, fingers, elbow, shoulder, etc. to type, use computer mouse, etc.</li> </ul>	Hourly / Constantly	Very Important
<ul style="list-style-type: none"> <li>• <i>Reach.</i> Stretch or extend hand, arm, foot, etc. away from body to touch or meet another object.</li> </ul>	Hourly / Constantly	Very Important
<ul style="list-style-type: none"> <li>• <i>Grasp.</i> Seize and hold object with fingers, palm, arms.</li> </ul>	Daily	Important
<ul style="list-style-type: none"> <li>• <i>Lift.</i> Move object upward to a higher position; hoist. Typical weight lifted does not exceed 10 lbs.</li> </ul>	Weekly / Monthly	Slightly Important
<ul style="list-style-type: none"> <li>• <i>Push / Pull.</i> Exert force to move objects towards or away self. Typical pressure doesn’t exceed 20 lbs.</li> </ul>	Weekly / Monthly	Slightly Important
Physical Coordination	Frequency	Criticality of Requirement
<ul style="list-style-type: none"> <li>• <i>Sit.</i> Remain in seated position to accomplish work.</li> </ul>	Hourly / Constantly	Important
<ul style="list-style-type: none"> <li>• <i>Stand.</i> Remain in upright position, motionless or steady on the feet to accomplish work.</li> </ul>	Weekly / Monthly	Slightly Important
<ul style="list-style-type: none"> <li>• <i>Walk.</i> Move about or travel on foot to accomplish work.</li> </ul>	Daily	Important
<ul style="list-style-type: none"> <li>• <i>Drive.</i> Operate a motor vehicle to get oneself or others to and from various work locations.</li> </ul>	Weekly / Monthly	Important
Working Memory	Frequency	Criticality of Requirement
<ul style="list-style-type: none"> <li>• <i>Audio Memory.</i> Retain and retrieve information gained via audio sources.</li> </ul>	Hourly / Constantly	Important
<ul style="list-style-type: none"> <li>• <i>Visual Memory.</i> Retain and retrieve information gained via visual sources.</li> </ul>	Hourly / Constantly	Important



<b>Comprehension</b>	<b>Frequency</b>	<b>Criticality of Requirement</b>
<ul style="list-style-type: none"> <li><i>Rapid Comprehension &amp; Application.</i> Grasp meaning, nature, or importance of information, then quickly and correctly apply knowledge to work or situation.</li> </ul>	Weekly / Monthly	Very Important
<ul style="list-style-type: none"> <li><i>Complex Comprehension &amp; Application.</i> Grasp the meaning, nature, and importance of complex, ambiguous or difficult information, and correctly apply knowledge to work or situation.</li> </ul>	Weekly / Monthly	Very Important
<b>Environmental Working Conditions</b>	<b>Frequency</b>	<b>Criticality of Requirement</b>
<ul style="list-style-type: none"> <li><i>No Substantial Hazards.</i> Position is not substantially exposed to adverse environmental conditions.</li> </ul>	--	--
<b>Level of Physical Activity</b>	<b>Frequency</b>	<b>Criticality of Requirement</b>
<ul style="list-style-type: none"> <li><i>Sedentary Work.</i> Work primarily requires exerting up to 10 lbs of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking or standing are required only occasionally and all other sedentary criteria are met.</li> </ul>	Hourly / Constantly	--

**EQUAL OPPORTUNITY EMPLOYER**

CRESA is an equal opportunity (EEO) employer and does not unlawfully discriminate on the basis of race, color, national origin, religion, age, gender, sexual orientation, marital status, disability, genetic information, veteran status or any other basis prohibited by federal, state or local law. Recruitment processes are conducted to ensure open competition, equal employment opportunity and prohibit discrimination. Women, minorities, veterans, and persons with disabilities are encouraged to apply. CRESA will provide reasonable accommodation for persons with disabilities during the selection process if requested. Applicants are responsible to notify the Human Resources Manager of the accommodation needed at the time of application or at least two days prior to the date needed. For an alternate format of this information, contact ADA Compliance Office: (360) 992-9205. Washington Relay Service – 7-1-1 or (800) 833-6368

**IMMIGRATION LAW NOTICE**

Only U.S. Citizens and aliens lawfully authorized to work in the United States will be hired. All new employees will be required to complete and sign an Employment Eligibility Verification form and present documentation verifying identity and employment eligibility.