

Rural Communities Housing Development Corporation

Position Description

Position Title	<i>Payroll Specialist - Accountant II</i>
Position Class	<i>Non-Exempt/Hourly</i>
Supervisory Responsibilities	<i>None</i>
Reports to	<i>Chief Financial Officer</i>
Work Site	<i>Corporate Office</i>

General Duties and Responsibilities

The Payroll Specialists primary responsibilities include payroll preparation and payroll allocations, financial report preparation, data entry and review, check preparation, monthly bank reconciliation, invoice coding for accounts payable, and preparation of adjusting journal entries.

In addition, the Payroll Specialist performs daily accounting tasks related to journals and general ledger in a fund accounting system. Other accounting for projects and management of accounting records such as HUD and Rural Development projects; data entry; review of financial data; account and general ledger research.

Job Duties and Responsibilities

1. Responsible for all aspects payroll preparation and accounting.
2. Prepare payroll record reporting.
3. Prepare and reconcile 401k plan contributions and changes.
4. Maintains monthly records related to payroll and related bank accounts.
5. Responsible for accounts payable and coding vender invoices.
6. Responsible for banking activity including deposits and reconciliation.
7. Ability to maintain numerous bank accounts for various entities.
8. Compile and enter monthly work sheets and adjusting entries as directed.
9. Other duties as assigned.

Qualifications

Qualifications include:

1. AA degree in Accounting or Business Administration with accounting emphasis.
2. Must have four years of education and/or experience related to accounting.
3. Must have at least two years of experience managing and processing automated payroll.
4. Ability to interpret and create spreadsheets using Microsoft Excel.
5. Experience with fund accounting and/or accounting data entry.
6. Experience and understanding of payroll and payroll allocation methods.
7. A thorough knowledge of accrual based accounting.
8. Ability to work with computers and accounting software.
9. Ability to understand and carry out verbal and written instructions.
10. Possession of a valid California Driver's License and good driving record.
11. Must have automobile insurance per requirements of the State of California.
12. Ability to prepare journal entries for posting to general ledgers.
13. Ability to properly code accounts payable for data entry.
14. Able to work in a cooperative and professional manner with others.
15. Experience in all phases of general ledger accounting.
16. Ability to demonstrate working experience with Microsoft Office.
17. Intermediate to advance proficiency with Microsoft Excel and Word software.

- 18. Proficient at conducting work related research using the internet.
- 19. Ability to organize work and priorities to meet deadlines.
- 20. Bondable.

Working conditions

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this position. Reasonable accommodations considered to enable individuals with disabilities to perform the essential functions of this position.

The noise level in the work environment is generally quiet to moderate.

Physical requirements

The physical requirements described here are representative of those met by an employee who can successfully perform the essential functions of this position. Reasonable accommodations considered to enable individuals with disabilities to perform the essential functions.

Work performed mostly in an office setting. Hand-eye coordination is necessary to operate computers and various pieces of office equipment.

While performing the duties of this classification, the employee is often required to stand; sit; walk; talk; hear; use hand to finger, handle, feel or operate objects, tools or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch or crawl.

The employee must occasionally lift and/or move up to 30 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

While performing the duties of this job, employee is regularly required to walk; sit; use hands to handle objects/operate keyboards, tools or controls; reach with hands and arms; stoop; kneel and crouch; talk and hear.

By my signature, I hereby certify that I have reviewed the attached description of my position and agree to perform the duties described therein. I understand that Rural Communities Housing Development Corporation may make modifications, additions, or deletions to this job description at any time, and will notify me of any changes by sending me a revised copy for my review and signature.

Date: _____

Employee Printed Name _____

Employee Signature _____