



# FLATHEAD COUNTY, MONTANA

## Position Vacancy Announcement

POSITION: Payroll & Accounts Payable Specialist DATE OPENED: 09/04/2020

DEPARTMENT: Finance CLOSING DATE: 09/27/2020

If you have any questions about this position vacancy, call: (406) 758 - 5538

NUMBER OF POSITIONS OPEN: 1

BARGAINING UNIT: Non Union

FULL TIME

REGULAR  
(YEAR ROUND POSITION)

IF APPLICABLE:  
TRAINING WAGE: \$ 18.66 per Hour

PART TIME

SEASONAL

STARTING WAGE: \$ 19.60 per Hour

SALARY AT:

1 YEAR STEP: \$ 20.39 per Hour

2 YEAR STEP: \$ 21.20 per Hour

3 YEAR STEP: \$ 21.83 per Hour

TEMPORARY

VISIT [https://flathead.mt.gov/human\\_resources/downloads.php](https://flathead.mt.gov/human_resources/downloads.php) FOR BENEFIT INFORMATION.

SEE ATTACHED JOB DESCRIPTION. Additional Information:

Please attach resume and cover letter.

APPLY FOR THIS POSITION AT FLATHEAD COUNTY'S WEBSITE:

[https://flathead.mt.gov/human\\_resources/apply/](https://flathead.mt.gov/human_resources/apply/)

ALL COMPLETED APPLICATIONS MUST BE SUBMITTED ELECTRONICALLY THROUGH FLATHEAD COUNTY'S WEBSITE BY 5:00 PM ON THE CLOSING DATE. Paper, faxed or email applications will not be accepted.

Flathead County's pre-employment process includes reference checks and criminal history checks. A record of criminal conviction will not necessarily bar you from employment. Depending on the position, the pre-employment process may also include skill testing and drug/alcohol testing.

FLATHEAD COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER

*Flathead County is an equal opportunity employer. Flathead County shall, upon request, provide reasonable accommodations to otherwise qualified individuals with disabilities.*

*This job description is intended to reflect core areas of responsibility and an incumbent employees' knowledge and skill set needed to complete those functions. This document is not intended to catalog each individual duty; employees are routinely called upon to address emerging employer requirements in alignment with individual work units and assignments of jobs. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer change.*

<b>Job Title:</b>	<b>Payroll and Accounts Payable Specialist</b>	<b>Job Code:</b>	<b>01190</b>
<b>Department:</b>	<b>Finance Office</b>	<b>Pay Grade:</b>	<b>Stnd 25</b>
<b>Reports to:</b>	<b>Finance Director</b>	<b>FLSA Status:</b>	<input checked="" type="checkbox"/> <b>Non-Exempt</b> <input type="checkbox"/> <b>Exempt</b>

**Work Unit Overview:** The Finance Office vision is to inspire public trust in County government by providing exemplary financial services, safeguarding the County's financial integrity, and ensuring compliance with fiduciary responsibilities and professional directives. This includes maintaining salary and payroll information, ensuring County employees are paid accurately according to established procedures and the law, ensure timely payments for goods and services necessary for the operation of county departments and ensure compliance with public purpose, county policies and the law.

**Job Summary:** The Payroll and Accounts Payable Specialist is responsible for compiling County employee time and payroll data to ensure that employees receive accurate timely paychecks in accordance with established procedures and the law. This position also processes county claims and insures claims are properly documented with public purpose and compliance with all applicable county policies and the law.

**Essential Functions (Major Duties or Responsibilities):** *These duties are the essential functions and are not all-inclusive of all duties that the incumbent performs.*

- Compile and audit employee time; enter payroll data changes and new employee set up based on HR direction; set up and maintain web user access and timekeeper authorities; change withholding deductions and direct deposits based on employee direction; interpret, calculate and set up garnishments based on court/IRS direction; and ensure wages are processed according to county policies and applicable regulations and that regular and special payrolls are completed in a timely manner.
- Update and maintain payroll system including, but not limited to, benefit and deduction codes, hour types, pay matrixes, user defined formulas, notes and tables, activity security and restrictions in accordance with governing laws, processes and policies.
- Work closely with department timekeepers to correct all errors in time reporting, general ledger coding and policy compliance.
- Work with employees to explain how the payroll system works and answer any questions they may have regarding their checks. Train timekeepers on their roles and responsibilities of time entry.

- Distribute payroll deductions (e.g., retirement, health insurance, dues, etc.) according to department policies and in compliance with local, state, and Federal statutes.
- Maintain records of payroll deduction items and work with internal and external auditors and/or accounting staff to reconcile the payroll liability accounts.
- Support accounting staff in preparation of salary information for budget spreadsheets and bi-weekly general ledger posting. In addition assist in supplying information for financial statement note disclosures.
- Compile statistical reports, statements, and summaries related to pay and benefits and submit them to the appropriate departments, boards, commissions, and County officials as requested by Finance Director.
- Process monthly, quarterly, and annual reports for State or Federal government, such as 941, W-2s, unemployment, work comp etc. Prepare and file timely reports on distributions.
- Print and distribute payroll and claim checks. Archive payroll checks/direct deposits.
- Review/audit all claims and credit cards for appropriate documentation, approvals, proper accounting codes, compliance with policies and accuracy of payment. Once the claim is determined as acceptable for payment, create payment batch to initiate payment.
- Obtain proper approval from designated reviewers before check release and prepare monthly summary of payments to the Board of Commissioners.
- Prepare all claims for finance, maintenance and general county projects not identified with a specific department.
- Support internal and external auditors and/or accounting staff with claim support, salary information for budget spreadsheets, bi-weekly general ledger posting, inventory and comp insurance management, health insurance trust fund reconciliation, and credit card charge allocation. Assist accounting staff in year-end preparation of accounts payable, payroll accrual, compensated absences, prepaid entries and provide support for any financial statement note disclosures that may be required.
- Maintain vendor database. Gather W-9's/W-8's and maintain database for reportable payments and prepare accurate and timely 1099's/1042's. Distribute and file reports with the IRS. Answer vendor questions regarding payments and/or route to appropriate department.
- Train departments on standard claim entry into the system.
- Maintain related records according to record retention schedule.
- Compose a variety of materials (e.g. reports, memos, spreadsheets, letters, procedures, manuals, etc.) for the purpose of documenting activities, providing written reference and communication.
- Scan and maintain database of contracts and conflict of interest forms by departments.

**Non-Essential Functions:**

- Perform other duties as assigned including but not limited to managing special projects, attending meetings and conferences, providing backup for other staff, participating in training, etc.

**Physical Demands and Working Conditions:** *The demands and conditions described here are representative of those the employee must meet to perform the essential functions of the job.*

- Intermittent periods of standing, sitting and walking.
- Occasionally required to reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl and is subject to frequent interruptions.
- Works primarily during normal business with occasional evening and weekend commitments.
- Works in an office with other staff responsible for maintaining records in various digital and electronic files.
- Occasionally required to lift up to 20 pounds.
- The noise level varies from moderate to high

**Supervision Exercised:** This position does not supervise other County employees.

**Knowledge, Skills, and Abilities:**

This job requires knowledge of federal and state wage and hour laws, and related regulations; payroll, accounting and bookkeeping practices and principles; administrative and clerical procedures; business computer applications such as word processing, spreadsheets and databases; records management and retention; form design; and office procedures and terminology.

The job requires skill in mathematics, active listening, reading comprehension, monitoring, critical thinking and time management. The work requires careful attention to detail and legible handwriting.

The job requires the ability to calculate figures; to compute rates, ratios, and percentages; to read and comprehend instructions, correspondence, and memos; to maintain confidentiality of wage and salary information; and to solve problems involved in working with payroll and computer systems.

**Education and Experience:**

The job requires education and experience equivalent to a high school diploma or GED and (2) two years related payroll experience.

Equivalencies include an Associate's degree in accounting or a related field, with course work in business, math, accounting, bookkeeping and record keeping.

Payroll certification is preferred.

Action	Date	Reference
Adopted	7/27/2014	Commissioners' Minutes
Revised	2/6/2020	Commissioners' Minutes