

GILA COUNTY HUMAN RESOURCES
JOB ANNOUNCEMENT
 1400 E. ASH STREET, GLOBE, AZ 85501



POSTED: MAY 27, 2015
CLOSING DATE: JUNE 9, 2015

DEPARTMENT: School Superintendent

POSITION: Account Clerk Sr.

LOCATION: Globe

JOB CODE: 15-041

OPEN TO GILA COUNTY EMPLOYEES ONLY

ANNUAL SALARY: \$22,887.00-\$24,604.00

PURPOSE OF THE JOB

The purpose of this position is to provide accurate input and timely processing of accounts payable, payroll and withholdings to ensure pay dates and fiscal obligations are met in accordance with the USFR, state statutes and othe established policies and procedures, while maintaining effective working relationships with school districts, employees, and outside vendors and agencies. This position processes payroll, accounts payable vouchers, and withholdings. The clerk prepares and files reports, processes W-2 forms, prepares treasurer's receipts, corrects coding, reissues warrants, and keeps abreast of relevant policies, procedures, and internal developments.

SUPERVISORY RESPONSIBILITIES

This position does not supervise other employees.

ESSENTIAL DUTIES AND RESPONSIBILITIES	TIME SPENT
Processes payroll and accounts payable vouchers for school districts; provides information and troubleshoots issues with school district personnel, software vendors or others as needed.	25%
Processes payroll and payments for Gila County Education Service Agency (GCESA) employees, contractors, and professional development participants; processes accounts payable vouchers for GCESA, maintains contract documents and work agreements; ensures accuracy of timesheets in accordance with funding sources; records hours worked, sick, vacation, comp and overtime; calculates sick and vacation accrual; monitors leave available to employees.	20%
Processes payments for GCESA payroll to Arizona Department of Revenue, IRS Department of the Treasury, and Arizona State Retirement System in accordance with the USFR and applicable statutes and regulations.	10%
Prepares and files quarterly reports with Arizona Department of Economic Security, IRS Department of the Treasury, and Arizona Department of Revenue.	10%
Prepares, issues and files W-2 forms for GCESA staff and professional development participants and 1099 forms for contractors.	10%
Maintains payroll and personnel files for GCESA staff, including salaries, positions, account coding, timesheets, accrued vacation, sick leave, new hires, terminations, and payroll withholdings; ensures appropriate paperwork is completed by new employees; coordinates payroll authorizations; provides verification of employment to requesting agencies and organizations; provides proof of wages and hire/termination dates as needed; process unemployment claims; researches and responds to employees with payroll questions and issues.	15%
Provides training and support to other staff members in procedures and software systems to facilitate cross-training and support efficiency in operations and processes; assists in reconciling accounts, researching, and troubleshooting as needed.	10%
Performs other duties as assigned.	

BUDGET RESPONSIBILITIES

This position has no responsibility over any types of budget.

PROJECT RESPONSIBILITIES

This position does not have project responsibilities.

ORAL COMMUNICATION DUTIES

This position trains colleagues and explains procedures and processes to other employees, customers, and the public, including school district personnel.

WRITTEN COMMUNICATION DUTIES

This position creates or edits internal memos, emails and reports; responds to written requests for information or documentation.

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INTERACTIONS WITH THE GENERAL PUBLIC

Interacts extensively with employees, customers, the general public, vendors, regulatory bodies, and other groups and/or individuals and Institutions over the telephone, by email, and/or in person.

INTERACTIONS SPECIFICALLY WITH CUSTOMERS

Sometimes (More than 10% but less than 25% in a year).

MINIMUM EDUCATION REQUIRED

High School Diploma or GED with additional specialized or technical training courses. Associate's Degree in Accounting or Business field preferred.

MINIMUM YEARS OF DIRECTLY RELATED EXPERIENCE REQUIRED

Three (3) years payroll/accounting experience; or equivalent combination of education, training and experience. Demonstrated computer skills in working with word processing, spreadsheet and email software.

PROFESSIONAL CREDENTIALS REQUIRED

Arizona Driver's License; Notary Public License.

KNOWLEDGE REQUIRED

Clerical mathematics, accounting, payroll, federal, state, local laws, regulations, statutes, accounts payable. Financial record keeping and bookkeeping practices and techniques; practices or reviewing financial documents for completeness and accuracy; standard office practices and procedures, including filing and the operation of standard office equipment; data entry and verification procedures; customer services standards and protocols.

SKILLS REQUIRED

Active listening/hearing, analytical thinking, communicating diplomatically, problem solving, troubleshooting, time management, multi-tasking, typing and data entry.

ABILITIES REQUIRED

Read and write at minimum high school level, express oneself orally, recognizes problems, make sense of multiple information, focus, multi-task, perform tasks with finger dexterity. Ability to understand and analyze accounting and payroll information and records; accurately perform complex clerical and accounting functions; understand and ensure compliance with accounting and payroll regulations, standards and policies; maintain accounting and payroll documentation and records; communicate effectively and follow oral/written instructions.

PHYSICAL DEMANDS

Occasionally stands to attend to customers.

Constantly sits to complete reports, operate computers, and attend to other duties.

May be required to lift work related materials, equipment, tools, and/or gears up to 25 lbs.

Constantly requires dexterity for keyboard operation.

Incumbents in this position may be required to bend, occasionally stoop, kneel and twist.

WORK ENVIRONMENT

This position constantly spends time in office environment; occasionally spends time in lobby environment.

SAFETY RISK EXPOSURE

Incumbents in this position are generally not exposed to safety risk. Occasionally, may be exposed to telephone or in-person verbal abuse by customers, general public, or individuals with high level of emotional distress.

PROTECTIVE GEAR & SAFETY MANUALS

This position is required to constantly follow written safety procedures and manuals relevant to the division or department.

CONSEQUENCES OF ERROR

Potential errors can cause inconveniences to other employees, and/or delays in related work areas. Delays of services are possible.

NOTICE: APPLICANTS MAY BE REQUIRED TO FURNISH, AT THEIR OWN EXPENSE, DOCUMENTARY PROOF OF EDUCATIONS, CERTIFICATION, REGISTRATION, LICENSE OR ANY OTHER PROOF OF COMPETENCY AS REQUIRED IN THE OFFICIAL CLASSIFICATION DESCRIPTION OR ANNOUNCEMENT AND MAY BE REQUIRED TO UNDERGO PHYSICAL, PSYCHOLOGICAL AND/OR BACKGROUND INVESTIGATIONS AS A CONTINUING CONDITION OF EMPLOYMENT. FURTHER, APPLICANTS FOR POSITIONS REQUIRING OPERATION OF A COUNTY OR PERSONAL VEHICLE ON OFFICIAL BUSINESS MUST POSSESS AND MAINTAIN COUNTY OR PERSONAL VEHICLE OPERATORS LICENSE. GILA COUNTY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, SEX, RELIGION, AGE OR DISABILITY, AND FAMILIAL STATUS IN EMPLOYMENT OR THE PROVISIONS OF SERVICE. AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER.