

# GILA COUNTY HUMAN RESOURCES

## JOB ANNOUNCEMENT

1400 E. ASH STREET, GLOBE, AZ 85501

**POSTED SEPTEMBER 22, 2016**  
**CLOSING DATE: OCTOBER 6, 2016**



**DEPARTMENT:** Finance

**POSITION:** Accounting Associate

**LOCATION:** Globe

**JOB CODE:** 16-087

**ANNUAL SALARY:** \$31,756-\$34,138 DOE

### Purpose of the Job

The purpose of this position is to perform a variety of accounting support functions on behalf of all County departments that include: providing accurate and timely payments to employees and vendors of Gila County. Additionally this position provides preliminary and final payroll reports, timesheets, disbursement of payments to vendors, reconciliation of accounts and preparation of various reports in an accurate and timely manner and in accordance with Federal, State and County policy.

### SUPERVISORY RESPONSIBILITIES

This position does not supervise other employees.

ESSENTIAL DUTIES AND RESPONSIBILITIES	TIME SPENT
<ul style="list-style-type: none"><li>Processes County payroll including verifying accuracy of timesheets from all County departments and generating payroll related reports; records and enters into system employee hours worked, sick, vacation, comp and overtime; calculates sick and vacation accruals; monitors leave available to employees.</li><li>Coordinates Payroll Authorizations and sets up employees in payroll system; verifies employee hire/terminations dates, account numbers and salary information; maintains employee payroll files.</li></ul>	30%
<ul style="list-style-type: none"><li>Receives and enters invoices into County financial system to generate payments to vendors doing business with Gila County; files paid invoices according to County standards and requirements for record keeping. Matches bills, invoices, credit card statements, warrant requests and other requests for payment with purchase order, expense vouchers or contract documents; ensures proper authorization and compliance with County policies and procedures; codes information for proper charging to budget units or cost centers; obtains approvals and processes for payment.</li></ul>	30%
<ul style="list-style-type: none"><li>Performs weekly vendor invoice payments; creates backup reports and registers for weekly invoice payments; monitors activity and maintenance on procurement cards, prepares and processes all procurement card statements and reports, investigates and resolves disputes between card holders and card companies.</li><li>Maintains departmental files, records and documentation; posts information to ledgers, journals and reports; totals and balances figures, proofs data and makes corrections as required. Researches information from those files as needed for budgetary and inter-departmental support.</li></ul>	10%
<ul style="list-style-type: none"><li>Ensures payroll taxes and deductions are processed in accordance with Federal, State and County regulations. Processes and pays voluntary deductions; reconciles voluntary deductions to invoices and makes necessary corrections. Processes court ordered garnishments; completes wage garnishment worksheets to determine full or partial payment of garnishment; provides employee with copy of garnishment order; sets up and monitors deductions in payroll system. Provides assistance with processing year-end W-2's including printing and reviewing payroll reports for accuracy, making necessary changes to payroll reports, and printing/distributing W-2's.</li><li>Completes employee retirement forms; researches County financial records to verify last day worked by employee and amount of final contribution. Provides verification of employment to requesting agencies and organizations; provides proof of wages and hire/termination dates as appropriate.</li></ul>	10%
<ul style="list-style-type: none"><li>Researches and responds to County employees with payroll and accounts payable questions and issues. Provides quarterly Finance training to staff County-wide.</li></ul>	10%
<ul style="list-style-type: none"><li>Prepares monthly general ledger billing for County departments as well as Treasurer's Receipts for any income received for these funds; generates bills for each department; enters Treasurer's Receipts into County financial system for revenue collections.</li></ul>	10%
<ul style="list-style-type: none"><li>Performs other duties as assigned.</li></ul>	

### BUDGET RESPONSIBILITIES

This position provides research support on project and team budgets.

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**PROJECT RESPONSIBILITIES**

Provides project research and clerical support on process improvement projects.

**ORAL COMMUNICATION DUTIES**

This position trains colleagues, gives presentations and participates in meetings.

**WRITTEN COMMUNICATION DUTIES**

This position creates or edits documents, internal memos, emails, formal letters and reports.

**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**

Regularly (More than 55% but less than 70% in a year)

**MINIMUM EDUCATION REQUIRED**

High School Diploma or GED with additional specialized or technical training courses.

**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**

None

**KNOWLEDGE REQUIRED**

Finance, accounting, accounts payable, procurement, fixed assets and payroll. General office practices and procedures, including filing and the operation of standard office equipment; data entry and verification procedures, customer service standards and protocol.

**SKILLS REQUIRED**

Active learning, communicating diplomatically, critical thinking, problem solving, time management, multi-tasking, typing and data entry.

**ABILITIES REQUIRED**

Read and write minimum at a professional level, express one's self orally, perform mathematical operations, focus, attention to detail and multi-task.

**PHYSICAL DEMANDS**

- Routinely sits to operate computers, complete reports and attend to other duties.
- Regularly requires dexterity for keyboard operation.
- Occasionally stands during presentations.

**WORK ENVIRONMENT**

Incumbents in this position perform work in an office environment where the physical demands require sitting for extended periods of time; may work under stress of deadlines.

**SAFETY RISK EXPOSURE**

Incumbents in this position are generally not exposed to safety risk. Occasionally, may become exposed to telephone verbal abuse by customers or citizens and individuals with high level of emotional distress.

**PROTECTIVE GEAR & SAFETY MANUALS**

Incumbents in this position are required to constantly follow written safety procedures and manuals relevant to the division or department.

**CONSEQUENCES OF ERROR**

Potential errors can result in unfavorable public perceptions and legal ramifications.

**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.