

BAINBRIDGE ISLAND METROPOLITAN PARK & RECREATION DISTRICT

JOB DESCRIPTION

Title: Accounting Coordinator -AP and Payroll
Reports to: Administration Division Director
Position Status: Full Time
Payroll Status: Hourly

JOB SUMMARY

The Accounting Coordinator's primary responsibilities include payroll and accounts payable functions. Also analyzes and summarizes financial information.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS

1. Maintain payroll information, update payroll records and resolve payroll discrepancies.
2. Maintain personnel files in accordance with District policy and procedures.
3. Coordinates various aspects of new hire paperwork.
4. Works with Administration Division Director to ensure compliance with federal and state laws.
5. Provide technical assistance and training on timekeeping software.
6. Processes payroll by calculating wages, deductions and issuing checks or processing direct deposit transactions.
7. Trouble shoots accounting software issues and electronic time keeping system issues.
8. Maintain regular and timely attendance.
9. Coordinate the health benefits and state retirement for employees and reconcile the monthly insurance statement.
10. Understand and have an excellent knowledge of employment laws and regulations and keeps updated on wage and hour laws. And advises Administrative Division Director of any compliance issues by staff.
11. Ability to function at a high level of confidentiality.
12. Receive and review invoices, expense report and billing for accuracy and ensure compliance with established policies and procedures.
13. Enter invoices into computer system and prepare and issue checks.
12. Maintain and update vendor information.
13. Communicate with vendors and troubleshoot invoice issues.
14. Operate office equipment including computers, copy machines, faxes, credit card machines, and postage meters.
15. Periodic front office back-up as needed including phones and customer service.
16. Assists Administration Division Director with completion of various payroll tax returns and retirement reporting.
17. Maintains a basic understanding of Finance Department checks and balances.
18. Other duties and responsibilities as assigned.

QUALIFICATIONS

- Attention to detail.
- Extensive experience with data entry, record keeping and computer operations.
- Proficiency in Microsoft Office.
- Ability to be accurate and thorough.
- Ability to analyze detailed information.
- Ability and interest in learning how to operate accounting software.
- Requires and associated degree in accounting/bookkeeping or equivalent education or work experience.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Excellent communication skills and the ability to communicate courteously, clearly, tactfully and persuasively.
- Ability to plan and arrange day-to-day activities, maintains work schedules, and performs multi-tasking responsibilities.
- Ability to work independently and efficiently under minimal supervision.
- Ability to understand, analyze and recommend appropriate actions.
- Ability to accurately perform writing functions such as spelling, punctuation, grammar, and proofing.
- Ability to operate office equipment including computers, fax machines, and copiers and the ability to keyboard a minimum of 40 wpm and meet District accuracy standards.
- Skills in computer software including word processing, data entry programs and internet applications.
- Ability to prepare and present clear and concise written communications.

WORK ENVIRONMENT AND PHYSICAL EFFORT

This is a non-smoking work environment. The work environment is primarily indoors and is performed in an office. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- This individual is regularly required to stand; walk; talk or hear.
- The individual is occasionally required to stoop, kneel, or crouch.
- This individual is frequently required to sit for long period at a time.
- The individual must regularly lift and/or move up to 20 pounds.
- This job includes repetitive keyboarding and working with spreadsheets and programs on a computer screen.

SIGNATURES

This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed by job holders within this job. But this job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, responsibilities or working conditions associated with the position.

Employee Name

Manager Name

Employee Signature

Manager Signature