

Senior Accountant

JOB TITLE: Senior Accountant

FLSA STATUS: Non-exempt

GRADE: 39

DEPARTMENT: Finance

APPROVED DATE: 11/2006

REVISED DATE: 11/2019, 02/2022

Job Summary

Perform the technical and complex payroll functions and processes, including, but not limited to, processing payroll, keeping records, processing manual calculations and checks, creating and distributing reports, assisting with training staff and providing technical support. Ensure that all aspects of payroll and benefits functions in the assigned areas are completed in an accurate and timely manner, and in compliance with all applicable legal and organizational requirements. Also assist with general accounting and reporting tasks for both Sno-Isle Libraries and the Library's Foundation, including reconciling the general ledger and subsidiary accounts, and generating financial statements to ensure accurate financial record keeping and reporting.

This position contributes to the Library District's effective operation, providing library services, spaces, and resources that are representative of diverse cultures and perspectives, intentionally inclusive, and accessible to everyone.

We Value Lived Experience

Sno-Isle Libraries is committed to embedding equity into our organization. As we engage in equity work, it's important to have a good foundation to frame the work and then provide training opportunities to build skills and knowledge.

We value and embrace the unique experiences our staff members bring to the organization and recognize how their experiences improve the service we provide.

Essential Functions

Functions listed are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related or a logical

assignment to the position. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of this job.

1. Plan, organize, and oversee the performance of tasks necessary for the processing of monthly payroll, utilizing the Paycom payroll system, including but not limited to: ensuring timely supervisor time sheet approvals; processing and verifying staff time sheets for correct time worked, overtime and all appropriate deductions and allocations for production of payroll; calculate, evaluate, and prepare various payroll reports for the Library and other entities, such as the WA State's retirement plan. Verify the accuracy of information entered into the payroll system via the HRIS system.
2. Prepare, maintain and distribute a variety of payroll records and reports. Prepare special projects and assist with annual state reporting. Research, respond, analyze and resolve various employee, department and management inquiries and/or complaints. Accurately and timely compile annual compensation and benefit amounts for all employees for use in year-end employee statements.
3. Prepare payroll's direct deposit transmittal to the bank. Review and approve final gross pay calculations by the payroll system each pay period. Calculate and process manual checks as needed.
4. Verify the accuracy of information entered into the payroll system via the HRIS system and collaborate with HR for any necessary changes.
5. Perform general accounting functions. This includes: assisting with the reconciliation of payroll-related bank accounts; reconciliation of general ledger accounts; preparing journal entries to the general ledger. Also includes other month-end duties as assigned by the Accounting Manager. Perform reconciliation and review of monthly management reports for distribution to the Board of Trustees. Assist in the monthly close process in posting entries or researching variances as requested.
6. Participate in the preparation and maintenance of the annual payroll budget and account codes according to Budget Accounting and Reporting System (BARS) rules and procedures. Including provide historical budget data and make required calculations, prepare periodic payroll reporting to assist management in making budgetary decisions.
7. Assist with Library Foundation's non-profit accounting, cash, financial statement preparation, and cost/benefit analysis. Prepare periodic or ad-hoc Foundation fund-status reports for all

fund holders. Assist in allocating investment earnings to endowed funds in keeping with current financial management policies of the Foundation.

8. Process the Library's health and welfare benefits accounts payable and receivable accurately and timely. This includes such tasks as: code accounts according to BARS rules and procedures; prepare payment vouchers and invoices; check the accuracy of documents; enter data into the system using complex spreadsheet software; and prepare various, monthly and ad hoc complex reports. Verify and track Cobra payments to ensure continued coverage for those who are enrolled.
9. Ensure the rules and regulations for the Public Employees' Retirement System (PERS) are adhered to. Remain current on reporting and eligibility rules and update management of new rules or possible rule violations, as applicable. Maintain and distribute management reports for PERS eligibility tracking. Assist HR to ensure changes in positions and newly vacant positions are appropriately assessed for PERS eligibility in accordance with WA state requirements.
10. Monitor, oversee and evaluate payroll processes and revise, update, and implement software system changes to ensure accurate and efficient operation. Develop policies and procedures related to the payroll function to improve and increase the efficiency of the function. Operate as a lead role in project work that primarily involves payroll system and/or processing.
11. Oversee and participate in the reconciliation of individual earnings for W-2 reporting, voluntary and involuntary benefit programs and Deferred Compensation programs. Oversee the processing of employee voluntary and involuntary deductions, vendor warrant distribution, tax status changes, and subpoenas of employee records. Establish, withhold, and pay writs of garnishment, handling sensitive, confidential information, interpreting complex legal text and calculations. Ensure appropriate communications are made to employees regarding any garnishments. Report and pay Workers' Compensation insurance for volunteers.

Additional Duties and Responsibilities

1. Train new staff on entering time worked and approving timesheets in Paycom.
2. Maintain current knowledge of Federal taxes withholding requirements, state retirement reporting requirements, ACA reporting, garnishment laws, and other applicable governmental codes and laws.
3. Attend meetings, training, and workshops as assigned.
4. Manage or assist in projects as assigned.

5. Prepare correspondence and reports.
6. Perform other duties as assigned.

Supervision

This position reports to the Accounting Manager. Supervision of the work of others is not a normal part of the work of this position, but incumbents may from time to time assist in the training of other staff.

Knowledge, Skills, and Abilities

1. Thorough knowledge of business practices, financial terms, accounting processes and principles.
2. Knowledge and experience with working in accounting and payroll environments. Strong understanding and application of generally accepted and cash basis accounting principles.
3. Strong understanding and specialized working knowledge of Internal Revenue Service code as it pertains to payroll processing and Washington State payroll related requirements.
4. Ability to uphold the principles of equity, diversity, and inclusion in the workplace and the community.
5. Ability to communicate effectively with diverse audiences.
6. Ability to work cooperatively and maintain effective interpersonal skills with the public and co-workers.
7. Ability to interpret federal and state laws related to payroll operations and apply judgement to implement necessary changes or communications to ensure SIL compliance.
8. Ability to work, plan, organize and prioritize independently with minimum supervision and direction.
9. Capability to develop innovative solutions to a variety of fiscal problems.
10. Experience preparing, analyzing, and interpreting financial records and reports using specified accounting and auditing procedures.
11. Intermediate skill level in Microsoft Excel and Word, including knowledge of complex functions and formulas using spreadsheets.
12. Strong oral and written communication skills, as well as strong organizational and analytical skills.
13. Strong ability to perform business math calculation, analyze data, create reports and charts.

14. Ability to understand and carry out instructions in business, payroll and accounting situations.
15. Ability to comprehend and interpret instructions, correspondence, and memos; ask clarifying questions to ensure understanding and minimize misunderstandings.
16. Ability to solve problems and respond in a calm, reasonable manner in all situations.
17. Ability to write and create routine reports, correspondence, memorandums, contracts, and formal letters.
18. Ability to respond to common inquiries or complaints as appropriate.
19. Ability to effectively present information to an external parties, internal departments or group of employees.
20. Ability to multitask effectively, reprioritize tasks constantly based on the ever changing department needs and daily situational awareness of necessary tasks and compliance factors in all duties performed.
21. Ability to work under stress with distractions to meet deadlines and needs with minimal supervision.
22. Ability to continue learning in accounting, payroll, statutory requirements and systems. Ability to respond to situations and issues outside of normal working hours, as needed, to meet deadlines, depending on the requirements for specific information and tasks relative to this position.

Education and Experience

Knowledge, skills, and abilities for this position can be acquired by a combination of experience and education including:

1. These skills and abilities typically are acquired through a combination of experience and training including university level education with a four-year degree in Accounting, Finance, Business Management or a related field required OR any equivalent combination of education and experience necessary to successfully perform the duties of the job.
2. At least 3 years professional work experience in payroll, accounting and compliance or related services required.
3. Basic Accounting Certification or Bookkeeping Certification required.
4. Payroll or Accounting Certifications preferred.

Physical and Environmental Conditions

The physical demands described here are representative of those that must be met by a staff member to perform the essential functions of this job successfully. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

Most of the work is carried out within a generally accessible, safe, indoor environment. While performing the duties of this job, the incumbent is required to operate computers for extended periods of time. The incumbent may occasionally lift and/or move objects or materials weighing up to 25 pounds.

The incumbent must regularly communicate with coworkers and members of the public. These contacts and situations are deemed to be generally safe and free of undue stress, but require incumbents to be cordial, helpful, and skilled in interpersonal relations with others both in the public and within the Library District.

Incumbents may travel to various sites in all kinds of weather and traffic conditions. To accomplish this travel, the incumbent must be able to drive and hold a valid Washington State driver's license or to make independent arrangements for such transportation.