



Job Title:	Payroll & AP Coordinator		
Department/Group:	Finance	FLSA Status:	Non-Exempt
Reports To:	Finance Manager	Position Type:	Full-time
FLSA:			
<p>Non-Exempt (employee is eligible for overtime/compensatory time in accordance with Federal Fair Labor Standards Act, State Minimum Wage Act).</p> <p>Responsible for a variety of accounting duties: Including Accounts Payable; Payroll; Journal Entry preparation and posting; General Ledger account reconciliation; and financial support for the General Manager, Financial Manager, Engineer, and Commissioners.</p> <p>This position serves under the direction of the Finance Manager.</p>			
Essential Duties and Responsibilities:			
<ul style="list-style-type: none"> • This is not a safety sensitive position. • Receives, schedules, reviews, reconciles, and processes District invoices for payment. Generates check registers or checks and timely mails to vendors. Prepares check issued register for the Board of Commissioners meeting. • Works with the Finance Manager and other District staff to communicate accounts payable issues to ensure funds and the Positive Pay report are transferred timely for payment. • Maintains, receives, inputs, and reviews new vendor accounts in the District’s Accounts Payable System. Ensures a W-9 is received, and vendor classification is input into the data system. • Reviews vendor requests for lost checks and processes void and re-issued checks. • Balances, reviews, and reconciles check issue registers, and general ledger accounts associated with payroll and check issues. Researches, corrects, and reports corrections and adjustments timely to the Finance Manager. • Receives, reviews, schedules, verifies, inputs, and processes District staff’s timecards, leave sheets, benefit deductions, benefit payments, garnishments, and monthly payroll and benefit checks. Ensures all time reporting has been approved and reviewed by District Managers and reported time is in compliance with Federal, State, and District regulations and policies. • Maintains, receives, inputs, reviews, and reconciles payroll reports, credit card statements, Federal and State payroll reports, and benefit provider payments. • Creates new employee records and provides new hire payroll, taxes, and benefit information. • Maintains, receives, inputs, reviews, and reconciles payroll reports, credit card statements, Federal and State payroll reports, and benefit provider payments. • Creates new employee records and provides new hire payroll, taxes, and benefit information. • Maintains, inputs, updates, and reviews District paid time off records, including, vacation, sick leave, floating holidays, and other paid time off. • Communicates payroll changes and information to the payroll system. Work directly with the General Manager, Finance Manager, and benefit providers to communicate benefit information, benefit changes, and open enrollment information to District employees. 			

- Prepares, reviews, processes, and reconciles general ledger transactions, journal entries, and general ledger accounts; including but not limited to Accounts Payable, Developer Payable, and Professional Services Fees – Reimbursable.
- Issue credit cards, receive and review all credit card receipts to their statement and timely pay the District’s credit card bills.
- Schedules and ensures the timely payment of bond and loan payments to fiscal agents or the State of Washington. Reconciles and reviews fiscal agent and PWTF loan invoices to the respective debt repayment schedule.
- Receives, reviews, and reconciles the Snohomish County Treasurer Report for ULID payments.
- Reviews quarterly Federal and State reports prepared by the District’s payroll vendor.
- Prepares, reviews, submits, and retains annual Federal 1099 reporting.
- Receives, reviews, and reports monthly King County Metro Sewer report, City of Everett sewer report, Cathcart sewer report.
- Provides accounts payable project tracking for contracts or proposal with fixed payment amounts.
- Reviews the monthly bank reconciliation and journal entries prepared by the Finance Manager.
- Provides assistance in the preparation of the Annual Financial Report and assists the Finance Manager with the CPA and State Auditor.
- Provides front counter coverage as required including telephones, payments, mail processing, bank deposits, and customer service.
- Other duties as assigned.

Work Schedule:

Typically, District office hours.

Travel:

Infrequent, offsite meetings, training, and conferences.

Qualifications:

Experience/Education:

- Three years of accounting experience, including accounts payable, payroll, and general ledger entry, with a preference to experience in governmental or proprietary fund accounting and an understanding of utility accounting practices; or an Associate’s Degree in Business or Accounting with a preference of a BA/BS in Accounting or Finance.

Licensing Requirements:

- Possess and maintain a valid Washington State Driver’s License

Knowledge, Skills, and Abilities:

Knowledge of:

- Washington State BARS accounting systems and generally accepted accounting practices.
- Maintaining confidentiality of payroll information.

- Cash receipting, utility billing, accounts payable, accounts receivable, and other financial operations. Knowledge of accounts payables practices, internal controls, and 1099 withholding requirements.
- Payroll practices, Federal and State taxes and retirement systems, and general benefit and payroll deduction programs.
- Intermediate accounting practices, including general ledger account structure, creating journal entries, reconciliation of accounts, and understanding basic financial, billing, and statement reports.

Skills in:

- Analyzing problems, identifying solutions, and proposing action.
- Operating office equipment and tools such as phones, fax machine, copiers, computers, software, and databases.
- Communication, both written and oral, and interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc., sufficient to exchange or convey information and to receive work direction.

Ability to:

- Communicate verbally and in writing and written reports.
- Work with a diverse group of people.
- Understand, read, and speak English.
- Adhere to District Policies and procedures.
- Perform intermediate mathematical calculations including percentages, utility rate calculations, and tax rates.
- Operate a personal computer and use word processing, spreadsheet, email, scheduling, database, and other financial management and office software applications.
- Work with the public and with other members of the organization in a positive and fair manner.
- Handle difficult citizen and staff complaints and concerns.

Work Environment:

Environment: Standard office setting; frequent interaction with District staff and the general public; exposure to moderate noise levels.

Physical Standards: Incumbents require sufficient mobility to work in an office setting; walk, stand or sit for prolonged periods of time; operate office equipment including use of a computer keyboard; to stoop, kneel, or crouch; lifting and carrying up to twenty pounds; ability to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment. Specific vision abilities required by this job include close vision, distance vision, and ability to adjust focus.

Hearing: Hear in the normal audio range with or without correction.

Tobacco Free: The Silver Lake Water and Sewer District is a tobacco-free and nicotine free environment within District-owned facilities and vehicles. The District's policy is to hire only non-smokers, non-vapor users and non-chewing tobacco users.

This job description does not constitute an employment agreement and may be changed or amended at any time to meet the needs of the District.

Reviewed By:		Date:	
Approved By:		Date:	