

CITY OF SPRINGTOWN JOB DESCRIPTION

JOB TITLE: Accounting/Payroll
Coordinator

PAY GRADE: 4

DEPARTMENT: Finance

FLSA STATUS: Non-Exempt

Job description statements are intended to describe the general nature and level of work being performed by employees assigned to this job title. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required.

GENERAL SUMMARY

Responsible for coordination of the City's accounting and payroll functions. Responsible for maintenance of employment records and payroll reporting as required by state and federal laws.

SUPERVISION RECEIVED AND EXERCISED

This position receives general supervision from the Director of Administrative Services. This position does not supervise any other positions.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Duties include but are not limited to the following:

- Coordinate daily bank deposits.
- Perform all payroll functions, including monthly, quarterly and annual reports.
- Enroll employees in the health, dental and life insurance benefit programs for the City. Assist employees with claims. Coordinate with HR on open enrollment for all employees.
- Maintain all payroll records.
- Monitor legislative changes that affect the accounting and payroll functions.
- Prepare reports, letters, memoranda, charts, worksheets and other materials as related to accounting and payroll functions.
- Perform functions of accounts payable including maintaining vendor files and preparing IRS 1099 for vendors.
- Issue purchase orders as requested.
- Create monthly reports for Council packets
- Complete bank reconciliations
- Book journal entries as needed
- Other duties as assigned

MINIMUM JOB REQUIREMENTS

EDUCATION AND EXPERIENCE

Required: High School diploma or General Education Degree;
Preferred: Minimum of an Associate’s Degree in Accounting or related field or equivalent combination of education and experience; three to five years’ progressive experience in local government or related field;
Preferred: Spanish bi-lingual

LICENSES AND CERTIFICATES

Valid Class C Texas drivers’ license

PHYSICAL ABILITIES

Ability to communicate in the English language both orally and in written form. Ability to communicate conceptual or informative ideas to others in written and oral form. Ability to formulate and recommend goals and objectives. Ability to establish priorities. Ability to work independently. Ability to comprehend ordinances, state and federal laws, and other regulations. Ability to place, answer and refer telephone calls. Ability to use personal computers for extended periods of time. Ability to sit and/or stand for extended periods of time. Ability to lift 20 pounds. Ability to follow instructions. Ability to produce reports. Ability to calculate budgets and cash flows. Ability to establish and maintain effective working relationships with elected officials, the general public and fellow employees. Ability to organize, schedule and plan job functions.

The City of Springtown is an Equal Opportunity Employer. In compliance with Disabilities Act (ADA), the City of Springtown will provide reasonable accommodations to qualified individuals with disabilities.

I have read and understand the duties and responsibilities of this job description

Employee’s Signature

Date

Supervisor’s Signature

Date