



Cow Creek Government Office

Position Description

Position Title: Payroll Accountant

Department: Finance

Reports To: Accounting Manager

FLSA Designation: Non-Exempt

POSITION PURPOSE:

Responsible for ensuring all aspects of Payroll are performed effectively and efficiently for the Cow Creek Government Office.

ESSENTIAL FUNCTIONS:

- Maintain payroll information in Sage MIP Accounting.
- Compile employee time, production and payroll data from time sheets and other records.
- Verify attendance, hours worked and pay adjustments, and post information onto designated records.
- Compute wages and deductions, and enter data into computer.
- Reconcile payroll discrepancies.
- Process and issue employee paychecks and statements for earning and deductions, garnishments etc.
- Distribute and collect timesheets each pay period.
- Prepare and balance period-end reports.
- Prepare quarterly and tax reports.
- Assist Accounts Payable Clerk when necessary.
- Other duties as assigned.

QUALIFICATION STANDARDS:

- Associates Degree in Accounting, required.
- 3 years' experience, required.
- Strong attention to detail.
- Experience with governmental accounting and Sage MIP preferred.
- Proficient with Microsoft Excel and Word
- Excellent verbal and written communication skills.
- Strong organizational skills.