Accounting & Payroll Specialist

Oldham County Fiscal Court is accepting applications for full time Accounting & Payroll Specialist. Accounts payable, general accounting and payroll experience required. Applications are available in the Judge Executive's office located in the Fiscal Court Building or online at www.oldhamcountyky.gov .The deadline for submittal is September 15, 2016. Email completed application and resume to tschaaf@oldhamcountyky.gov or mail to:

Oldham County Fiscal Court
Human Resource Mgr. Tina Schaaf
100 W. Jefferson Street, Suite 4
LaGrange, KY 40031

Oldham County Fiscal Court is a drug free workplace and an Equal Opportunity Employer.

Oldham County Fiscal Court
Job Description

Job Title: Accounting & Payroll Specialist
Department: Judge/Executive Office
Reports To: Chief Finance Officer
FLSA Status: Non-exempt
Salary Grade: 28
Salary Range: 30,749 39,972 49,196
Approved by Fiscal Court: 01/05/2016

Summary: Responsible for all aspects of accounts payable and the processing of time and attendance records for accurate delivery of payroll.

Essential Duties and Responsibilities in Accounts Payable include the following. Other duties may be assigned.

1. All bills/invoices incurred are processed in an efficient, accurate and timely manner
    a. Codes invoices, vouchers, expense reports, check requests, etc., with correct account and vendor codes conforming to standard procedures to ensure proper entry into the financial system.
    b. Keys and runs payments of accounts payable as supplied, requests "stop payments" as needed
    c. Verifies all amounts before and after checks are machine processed
    d. Audits invoices with purchase orders and bids for accuracy of pricing, quantities, units of measure, extensions and totals
    e. Enters all travel vouchers, ensuring accuracy and completeness of all required documentation
    f. Matches invoices/reimbursements to proper purchase authorizations and distributes invoices to various departments for approval
2. Purchase order requisitions are prepared accurately
3. Accurate and organized files are maintained on all vendors
    a. Maintains files of all outstanding purchase orders, records of payables and related accounts payable/vendor files
    b. Reconciles vendor statements, researching and correcting discrepancies
4. Payment questions are effectively researched and resolved
    a. Handles all vendor correspondence via phone or email
    b. Receives, researches and resolves a variety of routine internal and external inquiries concerning account status, including communicating the resolution of discrepancies to appropriate persons
5. Credit card transactions are monitored, audited and processed timely
6. Provides assistance to vendors and other departments for the resolution of account problems
7. Investigates and resolves problems associated with processing of invoices and purchase orders
8. Assist auditors as required
9. Performs other duties as required to support the Finance Department
10. Prepares annual tax reporting of 1099MISC
11. Monitors and resolves long outstanding checks
12. Assists with monthly closings and year-end closings.

13. Reconciles various accounts by identifying errors in posting or omissions by applying appropriate accounting standards.

Essential Duties and Responsibilities in Payroll include the following. Other duties may be assigned:

1. Reviews time clock reports and assists department heads in correcting and approving employee time records.
2. Creates interface file from time clock reporting system to payroll system. Assures completeness and accuracy of the interfaced data.
3. Creates any necessary time-off entries submitted via manual timesheets or other communication from department heads.
4. Reviews all time worked to insure compliance with Federal and State wage and hour laws.
5. Prepares a pre-submission payroll register and submits to the Finance Department and Human Resources for review.
6. Submits payroll information to the payroll service in a timely manner to meet ACH transmittal deadlines.
7. Records data concerning transfer of employees between departments for accurate reflection in the general ledger.
8. Resolves payroll discrepancies by collecting and analyzing information.
9. Provides information to directors by answering questions and requests regarding payroll.
10. Maintains employee confidence and protects payroll operations by keeping information confidential.

Essential Duties and Responsibilities as the backup receptionist include the following. Other duties may be assigned.

1. Answers phones and assist callers.
2. Sorts mail and other departmental correspondence.
3. Greets scheduled visitors and directs visitor to appropriate office.
4. Other duties as may be assigned by the Judge-Executive.

Qualifications

- 3 - 4 years accounts payable or general accounting experience
- 2 – 3 years payroll experience
- High school diploma required, college courses in accounting preferred
- Proficient in Microsoft Word and Excel, 10-key by touch
- Ability to type 60-65 wpm
- Ability to perform mathematical computations such as percentages, fractions, addition, subtraction, multiplication and division quickly and accurately
- Microsoft Dynamics/Great Plains or other equivalent system experience
- Computerized payroll system experience
- Must have strong work ethics
- Must be able to follow standard filing procedures
- Ability to communicate effectively verbally and in writing
- Detail oriented, professional attitude, reliable
- Possess strong organizational skills and time management skills

- Strong problem solving skills, basic accounting principles knowledge, documentation skills, research and resolution skills, data analysis and multi-tasking skills
- Thorough knowledge of applicable accounts payable/general ledger systems and procedures, and financial chart of accounts
- Open to change and willing to learn new skills
- Ability to follow up on pending issues
- Ability to meet deadlines
- Ability to maintain confidentiality is mandatory

Certificates, Licenses, Registrations
Valid driver's license

Education and/or Experience
High School diploma or general education (GED)
College courses in accounting preferred and three years related experience and/or training; or equivalent combination of education and experience.

Supervisory Responsibilities
This job has no supervisory responsibilities.

Computer Skills
To perform this job successfully, an individual should have knowledge of Great Plains Dynamics Accounting software; Database software; Microsoft Excel Spreadsheet software and Microsoft Word Word Processing software.

Physical Demands
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.

While performing the duties of this Job, the employee is regularly required to sit for long periods of time as well as stand for extended periods of time when filing.

Work Environment
Characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

The noise level in the work environment is usually quiet.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.