

BELLINGHAM WHATCOM COUNTY HOUSING AUTHORITIES
JOB DESCRIPTION

JOB TITLE: Accounting Technician, Payroll **HOURLY, NON-EXEMPT
REPRESENTED**

DEPARTMENT: Finance

REPORTS TO: Director of Finance

POSITION OVERVIEW:

The Payroll Technician is primarily responsible for providing exceptional customer service to diverse populations and stakeholders in the completion of accounting support functions while specializing in payroll.

ESSENTIAL JOB FUNCTIONS:

The Payroll Technician is capable of performing all Accounting Technician duties but will be primarily responsible for those outlined below. The duties of staff in this position may vary in an effort to balance workloads, maximize individual strengths, and provide opportunity for personal and department growth and effectiveness. *The essential job functions are not to be considered a detailed description of every duty allocated to this classification but rather an illustration of the more typical functions.*

1. Provide exceptional customer service to diverse populations and stakeholders including prompt response and follow through.
2. Interpret and apply HUD regulations, and BWCHA policies and procedures in accordance with applicable federal, state, and local laws.
3. Prepare and maintain payroll for all staff. This includes the coordination, review and filing of all payroll documents.
4. Prepare payroll-related reports, including the preparation and submission of monthly, quarterly, and yearly reports.
5. Train employees on payroll software, serves as lead in software updates in the department.
6. Assist with salary budget preparation and on-going administration.
7. Oversee, review, and assist employees with their benefits package and enrollment.
8. Reconciles all bank statements for the Housing Authorities.
9. Completes unclaimed property submission.
10. Maintains log for shredded documents.
11. Maintains fuel credit card lists.
12. Updates vehicle mileage log for employee use of company vehicles.
13. Checks, processes, and distributes mail daily in Finance department.

OTHER JOB FUNCTIONS:

- Provides coverage in maintaining daily cash management, including bank deposits, maintaining petty cash fund, and reporting as needed.
- Provide accounts receivable coverage as needed.
- Support co-workers and provide staff training and mentorship as applicable.
- Participate in work groups to identify opportunities for improvement and efficiency.
- Contribute to the development of procedures and forms.
- Participate in special projects and other duties as assigned.
- Cooperatively coordinates work activities with other BWCHA departments.

WORKING ENVIRONMENT:

This position functions primarily in an office environment. Incumbents must be able to effectively utilize computers and related software, computer printers, adding machine, photocopier, scanner, and telephone system.

QUALIFICATIONS:**Knowledge, Skills, and Abilities**

- Ability to acquire a clear understanding of BWCHA's programs, policies, procedures, and terminology.
- Ability to interpret and comply with established accounting policies and procedures.
- Communicates effectively and cooperatively with diverse populations and demographics, as well as persons with limited written and verbal English skills.
- Maintains a courteous, compassionate, and tactful demeanor with clients and coworkers.
- Contributes to a positive, productive, and collaborative team environment.
- Balances workload and priorities effectively with frequent interruptions.
- Knowledge of established manual and automated accounting systems.
- Ability to solve routine technical accounting problems.
- Knowledge of basic English composition, spelling, punctuation, and mathematics.
- Maintains dependable, punctual attendance.

Education and Experience

- Associates Degree with emphasis in accounting and general business curriculum.
- Minimum of two years experience in Payroll processing
- Experience in Paylocity preferred
- accounting experience which may include accounts payable, accounts receivable, payroll, general ledger, and quarterly reports preferred.

Licenses or Certificates

- Valid Washington State Driver's License (within 30 days of employment) and an acceptable driving record (according to BHA standards).

OTHER REQUIREMENTS:**Physical**

This position requires the incumbent to be able to effectively move about the office environment. May require lifting up to 40 pounds and travel outside office environment as outlined.

Mental

The incumbent must be capable of working closely and cooperatively with employees throughout the organization. The incumbent must be capable of analyzing and resolving routine accounting problems and be capable of balancing multiple tasks simultaneously.

The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required and the scope of responsibility but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the workload. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer.