

Finance Specialist

Payroll/Accounts Payable

Division: Administration

FSLA: Non-Exempt

Job Classification: Classified, Range \$15.00-\$18.75

Reports to: County Manager

Probationary Status: Twelve (12) Months Terminable-at-will

Safety Sensitive: No

SUMMARY OF JOB:

Under limited supervision by the County Manager, assist County Manager with all aspects of Payroll/Accounts Payable for Union County; including areas related to accounting and purchasing, laws and regulations.

ESSENTIAL FUNCTIONS:

The essential functions listed may not include all the duties of the position:

- Oversee accounting and purchasing duties for the County, ensuring that all functions are in compliance with local, state, and federal laws and regulations.
- Receive and review all vendor billings for the proper distribution of expenses to departments within the County.
- Monitor department budgets and spending activity to ensure compliance with budgetary constraints for fiscal year.
- Participate in all financial audits by any agency. Under limited supervision, prepare annual or fiscal year close-out reports for year-end audit.
- Monitors requisition of purchases for County departments in compliance with regulations and budget accommodations.
- Review all purchase requisitions to determine they are coded to the correct account, and whether they should be approved or disapproved.
- Preparation of vendor billings and receipts for payment, as well as the process related to these documents.
- Contact vendors to compare prices and identify the lowest prices. Maintain accurate and up-to-date vendor lists and catalog to assist user department in determining cost and obtaining services.

- Administer, follow, and oversee compliance with the New Mexico purchasing and procurement laws, County purchasing policy and grant agreements when making purchases.
- Process regular, special, and final payrolls for the County.
- Review timesheets, conduct preliminary edit of time entered, process payroll calculations and conduct post-run review of reports and pay checks; ensures accuracy, completeness, authorization, and adherence to County policies and procedures.
- Process direct deposit payments including uploading direct deposit file to the bank and troubleshooting any problems that may arise.
- Prepare invoices and pay Federal and State Taxes.
- Reconcile multiple state and federal reports such as 941 and quarterly returns, W-2 production and filing annually, 1099 preparation, coordinate timely payment and filing.
- Reconcile statements and process payments to various fringe benefit vendors
- Balance fringe liability accounts.
- Process Public Employee Retirement Association (PERA) payments when generated by payroll process. Upload and reconcile required reporting. Resolve issues, respond to audit request from employee or vendor.
- Responsible for NM State unemployment reporting and reconciliation.
- Review and analyze liability reports for accuracy.
- Research, analyze, and resolve payroll related problems.
- Ensure Workers Compensation quarterly reporting is done in a timely manner.
- Once Chief Procurement Officer certification is achieved, create and draft bids/proposals that are designed to ensure Union County obtains the best materials/services to meet its needs. Most bids/proposals are not boilerplate and will have to be designed for review by the County Attorney and County Manager for each applicable purchase. Distribution of bids/proposals to vendors; advertises bids and proposals; attends bid and proposal openings. With the assistance of Department Heads/Elected Official, prepare specifications for bids/proposals for all raw materials, machinery, tools, supplies, and services for Union County.
- Notify bidders of proposals and results of proposals upon selection by the Board of County Commissioners. Analyze bids and make recommendations as to award of the bids and proposals to the Board of County Commissioners.
- Attend meetings pertaining to financial matters of the County.
- Provide exceptional customer service to all visitors at the County Administration Office
- Answer telephone with proper etiquette, take messages, answer questions as needed and route telephone calls to proper personnel.
- Perform other duties as assigned.
- Perform all duties with minimal supervision. May be required to work irregular hours and attend other job-related meetings.

QUALIFICATIONS:

Citizen or legal resident of the United States who has reached the age of eighteen (18) years of age

- High school diploma or (GED) equivalent required
- Bachelor's or Associate's Degree in Finance, Accounting, or Business Administration, preferred.
- Governmental Accounting experience, preferred.
- Must be able to prepare and effectively use spreadsheets and databases.
- Must be able to present information clearly and consciously in English, both written and verbal form.
- Must be able to manage multiple projects and priorities concurrently.
- Ability to quickly learn the current County Financial Accounting Software.
- Strong organizational and computer skills. Proficient in Microsoft Word, Excel, and Email.
- Must possess a valid Driver's License.

PROFESSIONAL REQUIREMENTS:

Following a conditional offer of employment, successfully complete background investigation which may include, but is not limited to: criminal records search, driving record screening, reference check, and employment verification

- Report to work on time and as scheduled.
- Maintain regulatory requirements, including all state, federal and local regulations.
- Complete Chief Procurement Officer Certification within one (1) year of date of hire.
- Complete annual education requirements as assigned or designated by certification requirements.
- Adhere to dress code, appearance is neat and clean.
- Represent the County in a positive and professional manner at all times.
- Comply with all County policies and standards regarding ethical business practices in accordance with The Governmental Conduct Act, NMSA 1978, Chapter 10, Article 16.
- Participate in performance improvement and continuous quality improvement activities.
- Attend regular staff meetings and in-services.

WORK ENVIRONMENT:

- Work irregular hours including after hours as needed.
- Work under stressful conditions and under extreme pressures.
- Work in varying degrees of temperature (heated or air conditioned).
- Position requires light to moderate work with 50 pounds maximum weight to lift and carry.
- Position requires reaching, bending, stooping, and handling objects with hands and/or fingers, talking and/or hearing, and seeing.
- Manual and finger dexterity.
- Hand and eye coordination.
- Corrected vision and hearing to within normal range.

KNOWLEDGE AND SKILLS:

- Knowledge of finance and accounting.
- Knowledge of accounting and purchasing practices, methods, and procedures, laws and regulations.
- Ability to maintain confidentiality of all personnel, financial, and other information.
- Must be able to apply basic mathematical skills, and understand and communicate such concepts as ratios, proportions, and percentages.
- Knowledge of and ability to apply extensive and often complex records,-keeping systems and procedures in budget preparations.
- Ability to conduct planning on a long-term basis in assistance of preparation of budgets.
- Ability to write reports with proper format, and verify accuracy of information in reports.
- Ability to determine appropriate course of action in more complex situations.
- Ability to work independently, exercise creativity, be attentive to detail, and maintain a positive attitude.
- Ability to manage multiple and simultaneous responsibilities and to prioritize scheduling of work.
- Ability to complete work assignments accurately and in a timely manner.
- Ability to communicate effectively, both orally and in writing.
- Ability to handle difficult situations involving the public, vendors, staff, and others in a professional manner.

General Sign-off

The employee is expected to adhere to all County policies, and to act as a role model in adherence to Union County policies.

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities.

I have read, understood, and had the opportunity to ask questions regarding this position description.

Employee's Signature

Date