

**Position Description**

<b>Position Title:</b>	Accountant II – Payroll	<b>Department:</b>	Finance
<b>Reports to:</b>	Finance Manager	<b>Employment Status:</b>	Full-Time
<b>FLSA Status:</b>	Exempt	<b>Date Created:</b>	October 19, 2023
<b>Representation Status:</b>	Unrepresented	<b>Date Revised:</b>	N/A

**Summary**

The primary purpose of this position is to perform payroll and accounting duties that are technical and complex in support of the preparation and processing of payroll that requires thorough knowledge of payroll processes, procedures, and functions while exercising discretion and tact in processing documents and handling confidential and/or sensitive information. The incumbent is also responsible for accounting, reconciliation and analysis duties related to payroll, in support of financial reporting, budget development, year-end audit and bargaining unit negotiations. The incumbent will serve as a liaison regarding payroll activities with the Santa Clara County Housing Authority (Agency) staff and departments.

The essential duties and responsibilities listed below support the Santa Clara County Housing Authority’s (“SCCHA”) mission, strategic goals, and objectives.

**Essential Duties and Responsibilities**

*The position duties and responsibilities listed below describe the general nature and scope of work. Other responsibilities, duties, and skills may be required and assigned, as needed.*

- Receives, reviews, verifies, and processes time/attendance on a bi-weekly basis through the current payroll software in an accurate and timely manner to prepare payroll for all Agency employees; audits such documents for completeness, accuracy, and compliance with rules, regulations, and Agency policies; prepares, balances, and submits bi-weekly payroll processing records and reports to Finance Manager for approval.
- Prepares and submits bi-weekly/monthly/quarterly payroll information reports to the bargaining unit and other governmental agencies, such as the California Public Employees' Retirement System (CalPERS) and the California Housing Workers' Compensation Authority (CHWCA); prepares and submits benefit contribution payment requests (e.g. pension contribution, 457b, and union due) to Accounts Payable, and coordinates with the Accounts Payable and other Finance staff to ensure vendor payments are processed timely and accurately.
- Assists employees, supervisors, and managers with payroll, timecard, and deductions inquiries; conducts research and resolves concerns within a timely manner.
- Collaborates with Human Resources (HR) and payroll software system representatives to resolve payroll setup and system issues; assists with implementing and testing payroll software updates and process improvements.
- Processes, calculates, and maintains records of a variety of payroll actions, including, but not limited to, new hires, overtime hours, salary adjustments, retroactive pay, benefits withholdings adjustments, wage garnishments, levies, union dues, pension deduction adjustments, and final paycheck processing based on rules, regulations, and Agency policies; processes stop payments and re-issue payroll checks or direct deposits.
- Reviews payroll related reports prepared and filed by current payroll software system provider, including quarterly/annual federal and state payroll reports and W-2's, and communicates necessary adjustments and corrections to the system provider.
- Performs payroll related General Ledger (GL) duties, resolves GL reconciliation differences, and communicates necessary adjustments or corrections to HR staff; ensures pay codes in the payroll

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software system are mapped to appropriate GL accounts and that payroll transactions are recorded in the GL timely and accurately; analyzes and explains payroll actual to budget variances.

- Provides technical support for the annual Agency salaries and benefits budget development and year-end accounting activities, including reconciliation of payroll related GL account balances; preparation of year-end adjustments for compensated absence liabilities and executive compensations in accordance with Governmental Accounting Standards Board (GASB) and HUD guidelines; assists with preparation of notes to SCCHA's financial statements and follows through with audit inquiries.
- Performs and prepares ad-hoc payroll related analysis for Finance and Executive management.
- Interprets, applies, explains, and ensures compliance with provisions of collective bargaining contracts and personnel rules, including federal, state, and local laws and regulations, and policies, procedures, and practices as they apply to payroll; conducts research on laws and regulations regarding taxes and payroll withholding processes; provides payroll information, explains procedures, and answers questions pertaining to payroll.
- Conducts research on payroll taxes and reporting requirements for out-of-state employees; collaborates with payroll software system provider representatives, HR staff, and payroll tax attorneys to establish new business accounts with out-of-state governmental agencies and set up ADP profiles to process payroll for out-of-state employees.
- Establishes and maintains contact and working relationships with all internal departments, and local, state, out-of-state, and federal agencies for the acquisition of necessary information, and/or for the implementation of cooperative programs and activities.
- Conducts research projects, evaluates alternatives, and makes sound recommendations; prepares and presents clear and concise reports, correspondence, policies, procedures, and other written materials; Research analyzes, recommends, and develops improvements in operations, procedures, policies, or methods.
- Effectively represents the department and SCCHA in meetings with governmental agencies, community groups, and various businesses, professional, and regulatory organizations, and in meetings with individuals.
- Organizes and prioritizes a variety of projects and multiple tasks in an effective and timely manner; demonstrates leadership skills in a payroll system upgrade, system implementation, and/or process improvement projects; organizes own work, sets priorities for self and others, and meets critical timelines/deadlines; works efficiently in a fast-paced and deadline-driven environment.
- Uses tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Increase knowledge base and learns new skills in a continuous effort to remain current and to grow as a productive team participant and subject matter expert.

## QUALIFICATIONS

### Education and/or Experience

*Any equivalent combination of education and/or experience likely to provide the required core competencies may be considered. A typical combination that is qualifying may include:*

An bachelor's degree from an accredited college or university with major coursework in accounting, finance, or business administration, or a closely related field; and four (4) years of responsible accounting and payroll experience. Governmental entity experience is desirable.



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### Licenses and Certifications:

Certified Payroll Specialist licensure preferred.

### Core Competencies

*This position requires the incumbent to exhibit the following behaviors, knowledge, skills and abilities:*

*Advancing Inclusivity and Leveraging Diversity:* Works to create a culture of inclusivity where individuals of diverse cultures, demographics, interpersonal styles, abilities, motivations or backgrounds are and feel valued for their unique perspective and talent; inspires and makes the most effective use of the capabilities, insights and ideas of all individuals.

*Commitment:* Sets high standards of performance; pursues aggressive goals and works hard/smart to achieve them; strives for results and success; conveys a sense of urgency and brings issues to closure; persists despite obstacles and opposition.

*Customer/Client Service:* Meets/exceeds the expectations and requirements of internal and external customers and clients; identifies, understands, monitors, and measures the needs of both internal and external customers and clients; talks and acts with customers and clients in mind. Values and recognizes work colleagues as customers.

*Effective Communication:* Ensures important information is clear, concise, and organized to be passed to those who need to know verbally or in writing. Demonstrates attention to, and conveys understanding of, the comments and questions of others. Actively listens and understands the audience to adapt messages appropriately. Applies knowledge of methods and techniques for the development of effective presentations, business correspondence, and information distribution based on audience needs.

*Initiative:* Proactively seeks solutions to resolve unexpected challenges. Actively assists others without formal/informal direction. Possesses the capacity to learn and actively seeks developmental feedback. Applies feedback for continued growth by mastering concepts needed to perform work.

*Integrity:* Exhibits honesty with oneself, coworkers, and customers. Stands up for what is fair, honest, ethical, and morally right even, in the face of opposition.

*Job Knowledge and Skill:* Exhibits requisite knowledge, skills, and abilities to perform the position effectively including accounting and budget principles and payroll processing activities under local, state, out-of-state, federal, and any rules and regulations governing public employers. Demonstrates knowledge of or ability to learn, adhere to, and advise others of CalPERS rules and policies, FLSA key concepts, especially related to public agencies and general operations of SCCHA payroll practices, rules, and regulations along with maintaining accurate record-keeping, reconciliation, and reporting activities. The work has technical and programmatic aspects, requiring the interpretation and application of policies, procedures, and regulations and involving frequent contact with staff and the public, as well as performing various research functions. Employees at this level are required to perform a full range of duties as assigned, work independently, and exercise judgement and initiative.

*Responsiveness and Accountability:* Demonstrates a high level of conscientiousness; holds oneself personally responsible for one's own work; does a fair share of work.

*Teamwork:* Balances team and individual responsibilities; exhibits objectivity and openness to others' views; gives and welcomes feedback; contributes to building a positive team spirit; puts success of team above own interests; supports everyone's efforts to succeed; establishes, maintains, and fosters positive and effective working relationships with those contacted in the course of work.



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Technical Skills: Exhibits requisite knowledge, skills and ability to perform duties using computers and peripheral equipment, and software skills (e.g. MS Word, Excel, PowerPoint, and Outlook). Must have the ability to learn computer software programs as required by assigned tasks.

**Work Environment/Physical Demands**

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances; however, this class may be performed in an environment with exposure to various odors/fragrances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures. Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and to visit various Agency and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, virtually and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds.

**Read and Acknowledged**

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**Employee Signature**

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**Date**

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**Employee Name [printed]**